

EUROCONTROL Guidelines On Aeronautical Data Processes

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Abstract	
<p>The EUROCONTROL Guidelines on Aeronautical Data Processes (ADP) provide extensive support material for the AIS/AIM organisations assisting in data workflow implementation.</p> <p>The guidelines cover data origination activities through to the Aeronautical Information Services (AIS)/Aeronautical Information Management (AIM) making aeronautical information products/services available and comprise four main processes: Data Provider Registration, Data Origination, Data Management and Product Creation, and several supporting processes.</p>	
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EXECUTIVE SUMMARY

The European Organisation for the Safety of Air Navigation (EUROCONTROL) Aeronautical Information Services (AIS) Data Process¹ and Static Data Procedures² guidelines were originally released in early 2000.

The EUROCONTROL Guidelines on Aeronautical Data Processes (ADP) provided in this document have been redeveloped into a single set of guidelines to reflect the exchange and provision of paper and digital aeronautical information products defined by current ICAO Standards and Recommended Practices (SRPs) and relevant European regulation, taking into consideration:

- the increasing role of automation in the management of data;
- the transition from a product-centric to data-centric approach in managing data;
- the transition from paper products to data sets and/or electronic products;
- that originators of aeronautical information are taking on increased responsibilities in the role of provider of digital data, including data quality aspects.

The guidelines cover data origination activities through to the Aeronautical Information Services (AIS)/Aeronautical Information Management (AIM) making aeronautical information products/services available and comprise four main processes: Data Provider Registration, Data Origination, Data Management and Product Creation, and several supporting processes.

The material provided is guidance material and it is anticipated that States may have deviations from it. Whilst it aims to serve those States that may not have already implemented workflow tools in their data process, it is anticipated that it will provide useful guidance for those States that are already using workflow tools, providing a benchmark against which implementation may be measured.

¹ The EUROCONTROL AIS Data Process detailed the process for receipt and processing of AIS data in general and defines what tasks and decisions must be made. The guidance consists of one document with detailed process description covering the functions of AIS, and process diagrams representing the detailed process

² The EUROCONTROL Static Data Procedures was a set of 22 separate documents, providing the details of how the AIS activities are carried out and process diagrams representing the detailed procedures

1. Introduction

1.1 Background

The European Organisation for the Safety of Air Navigation (EUROCONTROL) Aeronautical Information Services (AIS) Data Process³ and Static Data Procedures⁴ guidelines were originally released in early 2000 to support European Civil Aviation Conference (ECAC) States in achieving compliance with the International Civil Aviation Organisation (ICAO) Annex 15 [2] requirements for the provision of the Integrated Aeronautical Information Package, and to avoid differences of interpretation of the Standard and Recommended Practices (SARPs). They also supported States with the implementation of Quality Management Systems and contributed to harmonised AIS provision in Europe, and at the time of development, reflected best practice.

As a result of changes to best practices and technology, the set of procedures was subject to a thorough review and revision in 2008, and procedures for providing originated data to the AIS were added.

However, 10 years on, they are no longer seen as sufficiently reflecting current ICAO SARPs and European legislation on aeronautical data quality or digital AIS processes. European stakeholders, through the Aeronautical Information Management (AIM)/System-Wide Information Management (SWIM) Team, expressed an urgent need for updated EUROCONTROL guidelines to reflect the provision of aeronautical information products defined by current ICAO SARPs and relevant European regulation whilst giving consideration to the transition to data management and automation, including the relevant roles/responsibilities in the digital aeronautical data chain. With digital data increasingly at the core of all data-related activities, there will be a progressive move towards the replacement of Aeronautical Information Publication (AIP) pages by digital data sets, provided through SWIM-enabled services. The transition of ICAO provisions from product-centric to data-centric and the associated transition from paper products to data sets and/or electronic products will affect States' current AIS processes and procedures. Furthermore, it is foreseen that originators of aeronautical information will be required to take on increased responsibilities in the role of provider of digital data, including data quality aspects, facilitated by data origination tools. These aspects require a review of the current AIS data processes and related procedures in place today.

These EUROCONTROL Guidelines on Aeronautical Data Processes (ADP) describe a hierarchy of processes related to digital aeronautical data management in accordance with ICAO Annex 15 [2], ICAO Doc 10066 [7] and Commission Regulation (EU) 73/2010⁵ [13] requirements, and Commission Implementing Regulation (EU) No. 2017/373 [12] as amended by Commission Implementing Regulation (EU) 2020/469 [10] as amended by Commission Implementing Regulation (EU) 2020/1177 [11].

1.2 Purpose and Scope

Whilst all ECAC States consider that they act in conformity with ICAO Annex 15 [2] in their provision of aeronautical data products and services, the purpose of the ADP is to provide a set of guidelines that reflect the regulations in place for AIM within the ECAC area, the envisioned data-centric environment and the best practices of States. In effect, this will reflect the move from traditional paper-based data transactions and products to a data-centric approach with digital data provision and management, and the generation of a range of product types from a centralised datastore, whilst

³ The EUROCONTROL AIS Data Process detailed the process for receipt and processing of AIS data in general and defines what tasks and decisions must be made. The guidance consists of one document with detailed process description covering the functions of AIS, and process diagrams representing the detailed process

⁴ The EUROCONTROL Static Data Procedures was a set of 22 separate documents, providing the details of how the AIS activities are carried out and process diagrams representing the detailed procedures

⁵ Commission Regulation (EU) 73/2010 [13] will be repealed by Commission Implementing Regulation (EU) No. 2020/469 [10] on the 27th January 2022. Commission Implementing Regulation (EU) No. 2020/469 [10] is subsequently amended by Commission Implementing Regulation (EU) No. 2020/1177 [11] in terms of the postponement of the dates of application of certain measures.

maintaining and being able to provide evidence of the quality of data throughout the process.

The objective is to describe a common process reflecting the latest advancement in automation and with a focus on a data-centric AIS/AIM environment, with the expectation of alignment and harmonisation by the ECAC States. The aim is to provide support to the AIS/AIM of today and the AIS/AIM of the future, bearing in mind the differing rates of development between States.

The ADP covers data origination activities through to the AIS/AIM making aeronautical information products/services available, in accordance with ICAO Annex 15 [2], ICAO Annex 4 [1] and ICAO Doc 10066 [7], whilst recognising that States also offer tailored products/services. It also ensures that the quality of the data is achieved and maintained from origination to provision by the AIS/AIM through the application of a data assurance process.

It is not intended to cover other external factors affecting the AIS/AIM outside of the data process, such as all aspects of the quality management system, however, references to these will be made where there is a tangible link to the ADP and additional guidance may be provided that is of direct relevance to the ADP.

The ADP is guidance material and it is anticipated that States may have some deviations from it. Whilst the ADP aims to serve those States that may not have already implemented workflow tools in their data process, it is anticipated that it will also provide a benchmark for those States that are already using workflow tools and provide useful guidance.

1.3 Main Changes

The main changes that have been included in the ADP when compared with the AIS Data Process and Static Data Procedures developed in early 2000s are:

- The adoption of a data-centric approach, with removal of the distinction between static and dynamic data;
- Data of a temporary nature;
- Data of an urgent nature;
- The inclusion of a range of triggers for the Aeronautical Data Process;
- Data origination activities;
- Digital data provision and management;
- The inclusion of all AIS/AIM products / services, as defined by ICAO Annex 15 [2];
- New means for making AIS/AIM products / services available;
- Updates to comply with new standards / regulations;
- The increased role of tools within the aeronautical data process.

1.4 Usage Scenarios

A range of scenarios were considered in developing the ADP. Some examples of these are provided below in a non-exhaustive list:

- Scenario 1: Geodetic Agency makes available a new terrain data set.
- Scenario 2: Aerodrome provides new stand data – AIP and chart amendment required, and update of AIP data set.
- Scenario 3: NOTAM Office receives request to close runway immediately due to disabled aircraft.
- Scenario 4: Air Navigation Service Provider (ANSP) providing new airspace data – AIP and chart amendment required and update of AIP data set.

- Scenario 5: AIS identifies editorial AIP error that does not affect a chart.
- Scenario 6: AIS identifies need for NOTAM whilst processing a Data Change Request received from aerodrome.
- Scenario 7: Work on a runway at an aerodrome during a long period and in phases, involving managing data now and in the future and issuance of consecutive AIP Supplement and NOTAM, and later insertion in AIP.
- Scenario 8: New airspace needs to be originated which includes cross-border data.

In addition to these, stakeholders were asked to validate/map the processes against the real-life cases they dealt with and the preparation of their own products during the review period.

1.5 ADP Concepts

1.5.1 Data Change Request

The ADP includes the concept of the Data Change Request which is a cohesive set of related data changes. Where this is referred to, it is applicable to data provided in any form including digitally in an interoperable format through to data provided by way of traditional paper provision. A Data Change Request may encompass:

- Whole or partial data sets formatted in accordance with digital exchange models;
- Provision of data items digitally through data input forms;
- Provision of data items in electronic files;
- Provision of data on paper/PDF that requires manual extraction of the data.

A Data Change Request may be ingested into the AIS Provider's system immediately on receipt if provided in an interoperable manner, where it will be ready for review and processing by the AIS Provider, or may be entered into a system after further processing.

The ADP has been developed in this way to support the wide range of data provision means in States and does not place any restrictions on when the data may be digitally stored. However, by the stage of Product Creation, all data has been stored digitally in a centralised datastore and is used for the creation of all products.

1.5.2 Centralised Datastore

The term centralised datastore is referred to in the ADP and it represents one source of data stored digitally and used to create products. The datastore may comprise one component or may be a collection of connected components. In some organisations, the datastore will also store textual data but in other organisations, this may not be the case. Furthermore, some product types may require reference and use of product-specific information that is not stored in the central datastore but external to this.

1.5.3 Traceability

It is assumed throughout the ADP that all transactions with data, including those related to the exchange of data, will be recorded and stored in the form of metadata for traceability purposes. The use of tools within the ADP will help automate the recording of this data. All cases of transaction recording have not been explicitly defined in the ADP as this would impact their readability.

1.5.4 NOTAM

Whilst exceptional scenarios, such as a request to close a runway immediately due to a disabled aircraft, are supported in the ADP through the issue of an Urgent NOTAM (for definition, see Chapter 1.6), the main route for all data/information should be the 'normal process'. As such, the Data Management and Product Creation processes support the negotiation/postponement of the effective

date for information changes that are received outside the normally permitted notification periods. However, cases such as the issue of NOTAM with AIRAC data/information where it is not possible to wait for a suitable AIRAC AMDT or AIRAC SUP to be published are supported.

In addition, and related to the normal NOTAM process, the ADP allows for the post-publication quality checking of NOTAM. This will support the practices of some States whereby either:

- All quality checking of NOTAM is performed after publication, or
- Post-publication quality checking is performed when, at the time of issue, there were inadequate resources available for an independent check to be performed.

1.6 EUROCONTROL Guidelines

EUROCONTROL guidelines, as defined in the EUROCONTROL Regulatory and Advisory Framework (ERAF), are advisory materials and contain:

“Any information or provisions for physical characteristic, configuration, material, performance, personnel or procedure, the use of which is recognised as contributing to the establishment and operation of safe and efficient systems and services related to ATM in the EUROCONTROL Member States.”

Therefore, the application of EUROCONTROL guidelines is not mandatory.

In addition, ERAF specifies that:

“EUROCONTROL Guidelines may be used, inter alia, to support implementation and operation of ATM systems and services, and to:

- *complement EUROCONTROL Rules and Specifications;*
- *complement ICAO Recommended Practices and Procedures;*
- *complement EC legislation;*
- *indicate harmonisation targets for ATM Procedures;*
- *encourage the application of best practice;*
- *provide detailed procedural information.”*

1.7 Conventions

EUROCONTROL Guidelines are of informative character with the objective to enable harmonisation of the processes.

The term “**shall**” is used where appropriate to indicate the items *necessary* to satisfy requirements in the context of ICAO SARPs or European regulatory references.

Guidelines using the term “**should**”, either in the description or notes of the process’ steps, are *recommended*, whereas items using the term “**may**” (in **bold**) indicate *an option* or *a choice*. Unless written in bold, the terms “should” and “may” are part of a sentence’s structure.

1.8 Definitions

Please note that the following definitions apply in the ADP. These may vary to those in ICAO/European Aviation Safety Agency (EASA)/European Commission (EC) material as they reflect the general working arrangements of State Air Navigation Service Providers (ANSPs).

- **Urgent NOTAM**: In exceptional situations, it may be determined that an urgent NOTAM is required to ensure the safety of flight but not all quality assurance steps can be undertaken on

the data the NOTAM is conveying, or the NOTAM itself, prior to issue due to time/resource constraints.⁶ Examples of such cases where Urgent NOTAM is required are the closure of a runway, ILS outage and urgent closure of airspace. In these situations, it may be determined that due to time/resource constraints the normal product creation process cannot be followed as this would delay the issue of the Urgent NOTAM. If this is the case, all necessary quality assurance steps should be undertaken in parallel with or as soon as possible after the issue of the Urgent NOTAM.

- **Product:** Aeronautical data and aeronautical information provided either as digital data sets or as a standardised presentation in paper or electronic media. Products include:
 - AIP including Amendments and Supplements;
 - Aeronautical Information Circular (AIC);
 - Aeronautical charts (ICAO defined and tailored);
 - NOTAM;
 - Digital data sets (ICAO defined and tailored).
- **Publication:** Publications are a sub-set of products provided as a standardised presentation in paper or electronic media. These include:
 - AIP including Amendments and Supplements;
 - AIC;
 - NOTAM;
 - Tailored publications.
- **Data Product Specification:** Details description of a data set or data set series together with additional information that will enable it to be created, supplied to and used by another party. The Data Set Specification shall be compliant with International Organisation for Standardisation (ISO) 19131.
- **Data Set:** A collection of data compliant with ISO 19101 [8].
- **Data Verification:** Confirmation, through the provision of objective evidence that specified requirements will be fulfilled. In other words, are we planning to build the right thing?
- **Data Validation:** Confirmation, through the provision of objective evidence, that the requirements for a specific intended use or application have been fulfilled. In other words, have we built the right thing?
- **Verification of Data Change Request:** A high-level check of the Data Change Request to identify any gross errors in terms of content and its provision.
- **Validation of Data Change Request:** A detailed check that the contents of the Data Change Request comply with their applicable requirements.

⁶ This is in accordance with Commission Implementing Regulation (EU) No. 2017/373 [12] which states:

'(a) It is recognised that, in the cases of NOTAM or digital NOTAM that are crucial to ensure the safety of flight, it is not always possible to comply with all the relevant provisions of the Regulation. However, it is also not possible to determine a priori in all cases where this consideration may apply, this is dependent on a case by case individual assessment made by competent AIS staff.'

(b) If it is determined that it is not possible to comply with all the relevant provisions of the Regulation, the NOTAM Office ensures, at the minimum, that:

(1) the party originating the aeronautical data is authorised and/or an eligible/reasonable source;

(2) the content is plausible;

(3) the data quality requirements are validated post publication, as soon as practicable'.

1.9 Abbreviations

<u>Abbreviation</u>	<u>Meaning</u>
ADP	Aeronautical Data Processes
AIC	Aeronautical Information Circular
AIM	Aeronautical Information Management
AIP	Aeronautical Information Publication
AIRAC	Aeronautical Information Regulation and Control
AIS	Aeronautical Information Services
ANSP	Air Navigation Service Provider
EAD	European AIS Database
EASA	European Aviation Safety Agency
EC	European Commission
ECAC	European Civil Aviation Conference
ERAF	EUROCONTROL Regulatory and Advisory Framework
EUROCONTROL	European Organisation for the Safety of Air Navigation
ICAO	International Civil Aviation Organisation
ISO	International Organisation for Standardisation
SARPs	Standards and Recommended Practices
SWIM	System Wide Information Management
UUID	Universally unique identifier

1.10 References

1. ICAO Annex 4 Aeronautical Charts, 11th Edition, July 2009.
2. ICAO Annex 15 Aeronautical Information Services, 16th Edition, July 2018.
3. ICAO Doc 8126 Aeronautical Information Services Manual, Sixth Edition, 2003. The ADP guidelines have been aligned with the upcoming seventh edition of this document.
4. ICAO Doc 8697 Aeronautical Charts Manual, 3rd Edition, 2016.
5. ICAO Doc 9674 World Geodetic System 1984 (WGS-84) Manual, 2nd Edition, 2002.
6. Draft ICAO Doc 10039 Manual on System Wide Information Management (SWIM) Concept.
7. ICAO Doc 10066 Procedures for Air Navigation Services - Aeronautical Information Management, 1st Edition, 2018.
8. ISO 19101: Geographic Information – Reference Model, Edition 1, 2014.
9. ISO 19131: Geographic Information – Data Product Specifications, Edition 1, 2007.
10. Commission Implementing Regulation (EU) 2020/469 of 14 February 2020 amending Regulation (EU) No 923/2012, Regulation (EU) No 139/2014 and Regulation (EU) 2017/373 as regards requirements for air traffic management/air navigation services, design of airspace structures and data quality, runway safety and repealing Regulation (EC) No 73/2010.
11. Commission Implementing Regulation (EU) 2020/1177 amending Implementing Regulation (EU) 2020/469 as regards postponing dates of application of certain measures in the context of the

COVID-19 pandemic.

12. Commission Implementing Regulation (EU) No. 2017/373 laying down common requirements for providers of air traffic management/air navigation services and other air traffic management network functions and their oversight.
13. Commission Regulation (EU) No 73/2010 of 26 January 2010 laying down requirements on the quality of aeronautical data and aeronautical information for the single European sky.
14. EUROCONTROL-GUID-0121, EUROCONTROL Guidelines for Operating Procedures for AIS Dynamic Data (OPADD), Edition 4, 2015. The ADP guidelines have been aligned with the upcoming Edition 4.1 of this document.
15. EUROCONTROL-SPEC-154, EUROCONTROL Specification for the Origination of Aeronautical Data, Edition 1, 2013.
16. EUROCONTROL-GUID-0158, EUROCONTROL Terrain and Obstacle Data Manual, Edition 2.2, 2019.
17. EUROCONTROL-GUID-165 EUROCONTROL Guidelines for Aeronautical Information Publication (AIP) Distribution on the Internet, Edition 1.0, 2017.

1.11 Maintenance of This Document

The Aeronautical Data Processes have been developed in line with the EUROCONTROL Standards Development Procedures and are maintained by EUROCONTROL. Aeronautical Information Management Group (AIMG) and its subordinate working arrangements will remain the prime interface for the evolution of this document in accordance with ANNEX A.

2. Aeronautical Data Processes and Process Hierarchy

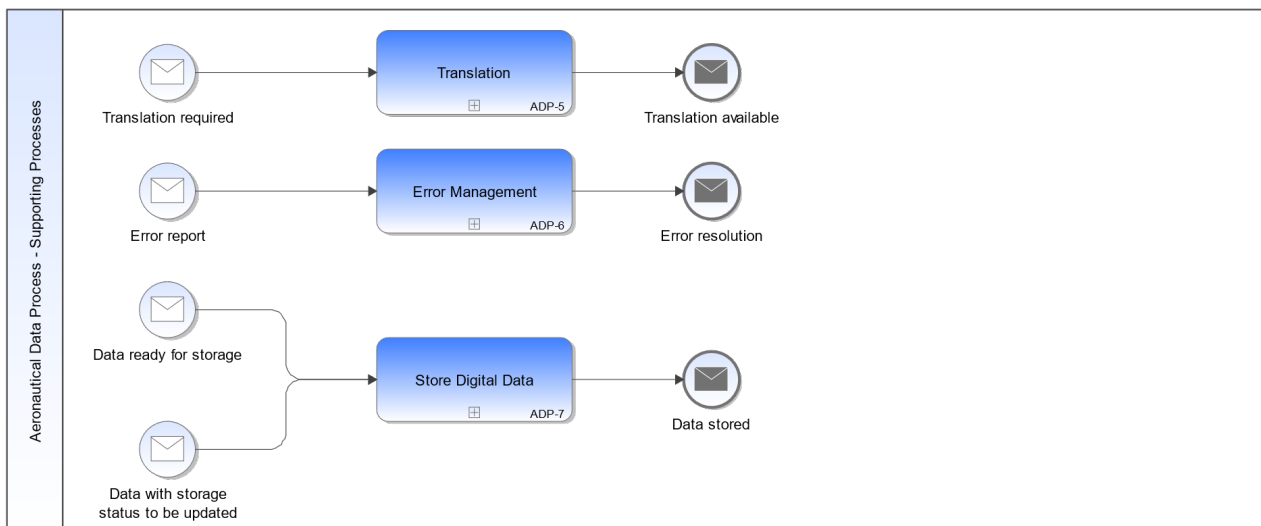
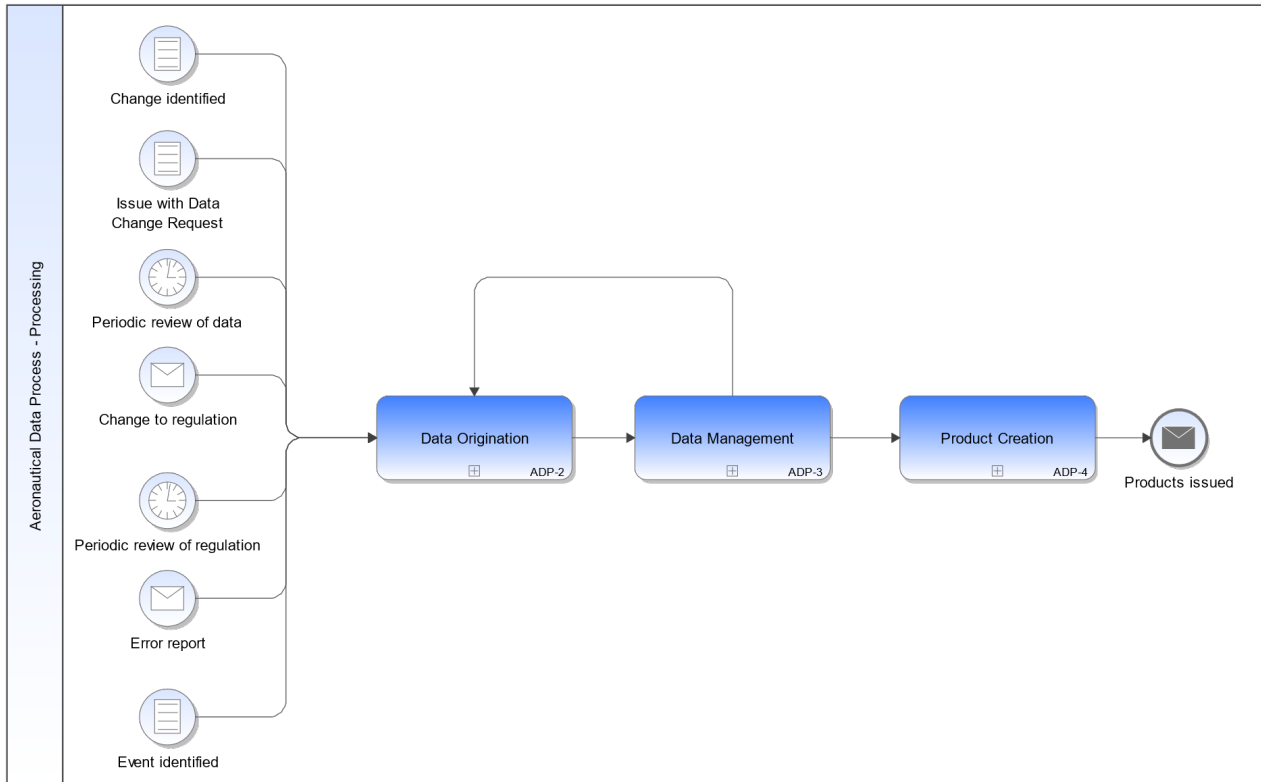
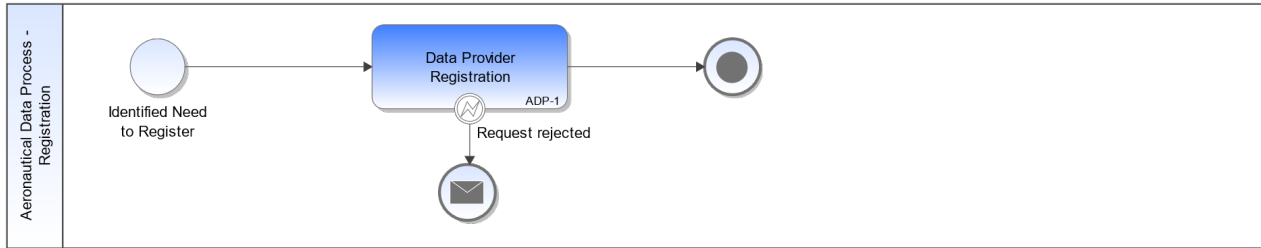
The processes that comprise the ADP form a hierarchy, with different levels of detail provided at each level of the hierarchy. It should be noted that not all processes require lower-level detail, and this will vary between processes.

The main ADP processes are:

- Data Provider Registration: registering to become a Data Provider and establishing the necessary formal arrangements;
- Data Origination: originating data and providing validated and verified data in the form of a Data Change Request;
- Data Management: checking and approving the Data Change Request and making the data available for inclusion in products;
- Product Creation: preparing products and making approved products available.

These are supported by three processes:

- Translation: arranging for and translation of text;
- Error Management: the management, mitigation and resolution of errors;
- Store Digital Data: storing digital data and setting its availability.



















3. Roles

Within the Aeronautical Data Process reference is made to a number of roles. These may differ to ICAO/EASA/EC material but their meaning in the context of the ADP is as defined below. These are as generic as possible such that they may be applied within differing organisational and institutional structures. One person may fulfil more than one role in a process although independent quality checking needs to be supported.

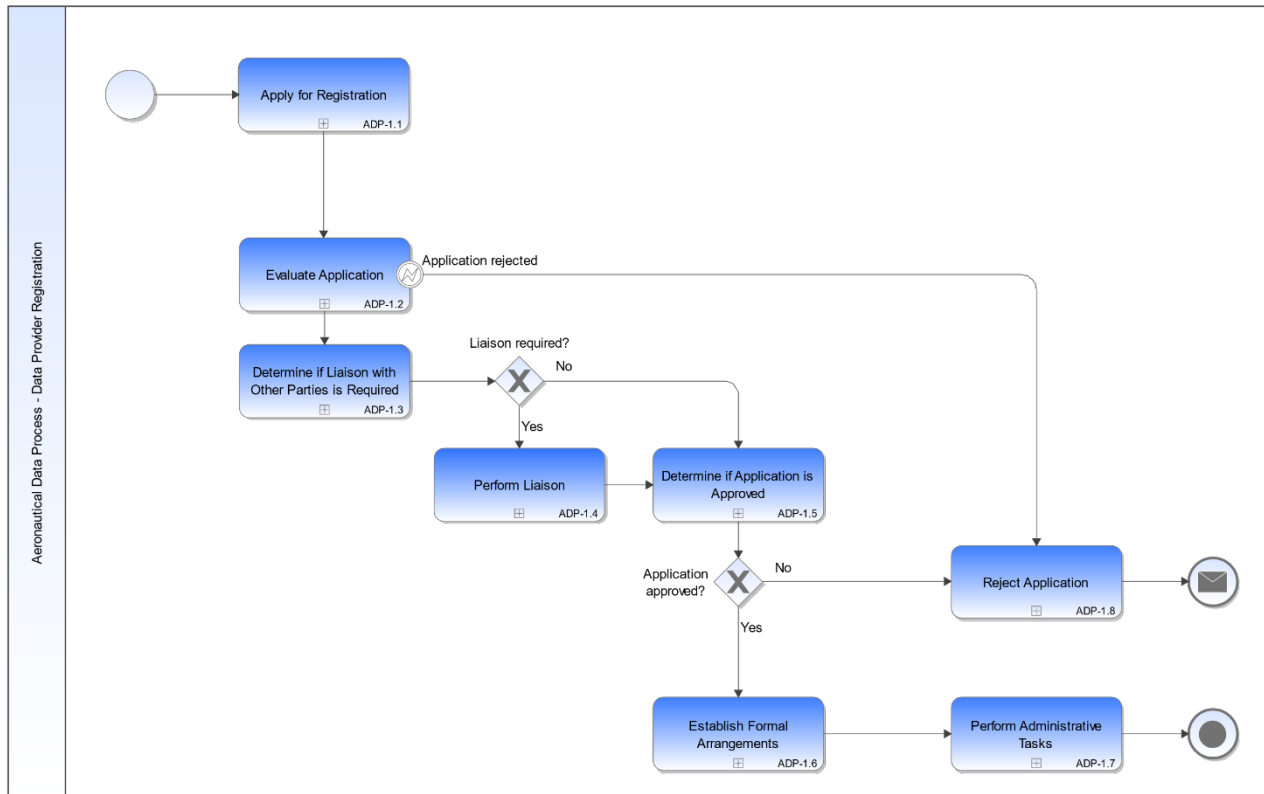
- The Approver: responsible for approving the work undertaken.
- The Coordinator: responsible for coordinating all activities related to the receipt of Data Change Requests and their subsequent processing, and the management of aeronautical information products.
- The Data Originator: responsible for the creation of the value associated with new data or information or the modification/withdrawal from effectivity of the value of existing data or information.
- The Data Provider: responsible for the oversight and provision of data for inclusion within Aeronautical Information Products.
- The Data Receiver: The party to which the Data Provider will provide data within the scope of formal arrangements.
- The Editor: responsible for the preparation of aeronautical information publications and charts.
- The Evaluator: responsible for evaluating the Data Change Request.
- The Legal Department: responsible for the review of formal arrangements from a legal perspective.
- The Operator: responsible for making validated and approved data available for further processing, for the preparation of data sets and managing the means to make products available.
- The Parties to the Arrangements: parties to the formal arrangements, involved in their review and implementation.
- The Registration Body: responsible for assessing and approving Data Providers.
- The Reviewer: responsible for reviewing the work undertaken.
- The Safety Representative: responsible for managing and overseeing safety support assessments.
- The Simulation Representative: responsible for performing simulations.
- The State Designated Authority: an entity to which the State has designated responsibilities. This may or may not be the State Regulator.
- The Translator: responsible for translation to and from the relevant national language(s).

4. Process Key

The following key should be applied to aid the understanding of the process diagrams:

	Start of Process – No trigger		Start / end of a process where multiple branches may be selected.
	Start of Process – Triggered by message		Decision point where the branches taken are defined by complex logic / description.
	Start of Process – Triggered by condition		End of process – other threads may continue
	Start of Process – Triggered by time		End of process – all threads terminate
	Decision point where only one branch may be selected.		End of process - message sent
	Start / end of a parallel process		Activity that may be executed multiple times, in parallel.
	Activity		Activity with exception path (used when the expected outcome must also be executed)
	Activity with a sub-process.		Activity with exception path (used when the expected outcome is not possible)
		Parallel Exception Path	
		Fault	

ADP-1 Data Provider Registration



ADP-1.1 Apply for Registration

Title	ADP-1.1 Apply for Registration
Description	<ul style="list-style-type: none"> Apply to become an authorised Data Provider in order to provide data to the Data Receiver. <ul style="list-style-type: none"> The application to register shall clearly state the data items which the Data Provider applying for registration wishes to provide and the reasons they believe they should be responsible for providing them. Send the application to the Registration Body.
Notes	<ul style="list-style-type: none"> The Registration Body may be the AIS Provider or a State Designated Authority. Reference may be made to the Aeronautical Data Catalogue in the application.
Next Step	ADP-1.2 Evaluate Application

ADP-1.2 Evaluate Application

Title	ADP-1.2 Evaluate Application
Description	<ul style="list-style-type: none"> On receipt of the application, evaluate the application to ensure it is clear, complete and appropriate. Identify all parties affected by the application so that it can then be determined whether they need to be involved in the registration process. Determine a provisional list of actions for the affected parties.
Notes	<ul style="list-style-type: none"> The Data Provider may be the AIS Provider of another State. Formal arrangements shall be established with other AIS Providers when exchanging data with them.
Next Step	<p>If the application passes evaluation, ADP-1.3 Determine if Liaison with Other Parties is Required.</p> <p>If the application fails evaluation, ADP-1.8 Reject Application.</p>

ADP-1.3 Determine if Liaison with Other Parties is Required

Title	ADP-1.3 Determine if Liaison with Other Parties is Required
Description	<ul style="list-style-type: none"> As a result of the evaluation of the application, determine if there should be consultation with other parties regarding the application. Determine the means of liaison, for example, meeting, liaison by correspondence, etc.
Notes	<ul style="list-style-type: none"> Consideration should be given to: <ul style="list-style-type: none"> Liaison with the State Designated Authority for update of any State Data Provision Index / Aeronautical Data Catalogue. Liaison with the State Designated Authority if the data in the request is applicable as aeronautical information, but the Data Provider applying for registration is considered to not be appropriate. Liaison with the AIS Provider regarding the establishment of formal arrangements. Where applicable, and the data items already exist, liaison with the current Data Provider of the data items covered in the application. Liaison regarding the impact on other Data Providers. Liaison to determine the actions to be taken by the affected parties.
Next Step	<p>If liaison is required, ADP-1.4 Perform Liaison.</p> <p>If liaison is not required, ADP-1.5 Determine if Application is Approved.</p>

ADP-1.4 Perform Liaison

Title	ADP-1.4 Perform Liaison
Description	<ul style="list-style-type: none"> Liaise with all parties identified as being affected by the application using the means identified. Assess and collate feedback received / meeting findings. Determine if there is agreement on the approval/rejection of the application and the actions to be taken by the affected parties.
Notes	<ul style="list-style-type: none"> Discussions may involve: <ul style="list-style-type: none"> Whether the application should be authorised; The actions needed by all affected parties should the application be approved, including the update of any State Data Provision Index / Aeronautical Data Catalogue.
Next Step	ADP-1.5 Determine if Application is Approved

ADP-1.5 Determine if Application is Approved

Title	ADP-1.5 Determine if Application is Approved
Description	<ul style="list-style-type: none"> Following evaluation of the application and any necessary liaison, evaluate whether the application is approved. Contact the Data Provider, if the application is approved.
	<ul style="list-style-type: none"> The evaluation shall take into account the outcome of any liaison performed with affected parties. The evaluation should consider potential impact of rejecting the application if the data is applicable as aeronautical information, but the Data Provider applying for registration is considered to not be appropriate.
Next Step	<p>If the application to register is rejected, ADP-1.8 Reject Application.</p> <p>If the application is approved, ADP-1.6 Establish Formal Arrangements.</p>

ADP-1.6 Establish Formal Arrangements

Title	ADP-1.6 Establish Formal Arrangements
Description	<ul style="list-style-type: none"> Manage the process to establish formal arrangements between the new Data Provider and the Data Receiver, in accordance with Commission Implementing Regulation (EU) No. 2017/373 (as amended) [12] and ICAO Doc 8126 [3]. Seek external approval by the State Designated Authority, if required. Sign the formal arrangements.
Notes	<ul style="list-style-type: none"> Formal arrangements involving airports should comply with Commission Regulation (EU) No 139/2014 [10]. The establishment of the formal arrangements may require the involvement of a State Designated Authority as a party to the agreement. If the arrangements are between AIS Providers, details of cross-border coordination should be included. Parties to the formal arrangements may agree to trial the arrangement for a defined period to ensure that the data and provision mechanisms applied meet expectations. The Data Provider may be a State Designated Authority providing an aeronautical data product(s) on behalf of the State, referenced from the State AIP, for example, a geodetic agency providing terrain data sets. If this is the case, the content of the formal arrangements should be adapted accordingly.
Next Step	ADP-1.7 Perform Administrative Tasks

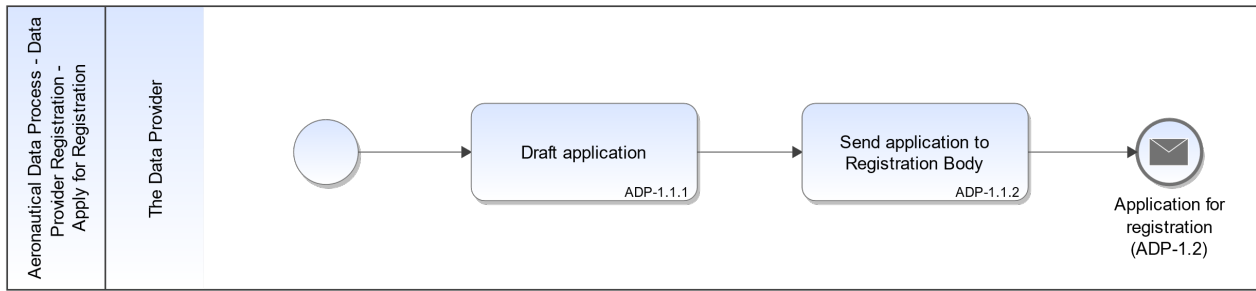
ADP-1.7 Perform Administrative Tasks

Title	ADP-1.7 Perform Administrative Tasks
Description	<ul style="list-style-type: none">• Manage any other preparation tasks for the receipt of data from the new Data Provider.• Communicate relevant information to affected personnel.• Notify the Data Provider that they may now provide data.
	<ul style="list-style-type: none">• The tasks may include:<ul style="list-style-type: none">○ The configuration of any tool used by Data Providers to provide data to the Data Receiver;○ The provision of data provision training;○ The update of any internal references related to Data Providers.
Next Step	End of process

ADP-1.8 Reject Application

Title	ADP-1.8 Reject Application
Description	<ul style="list-style-type: none">• Following evaluation of the application and any necessary liaison, notify the Data Provider applying for registration that the application to be a Data Provider has been rejected, including the reasons for this.
Next Step	End of process

ADP-1.1 Apply for Registration



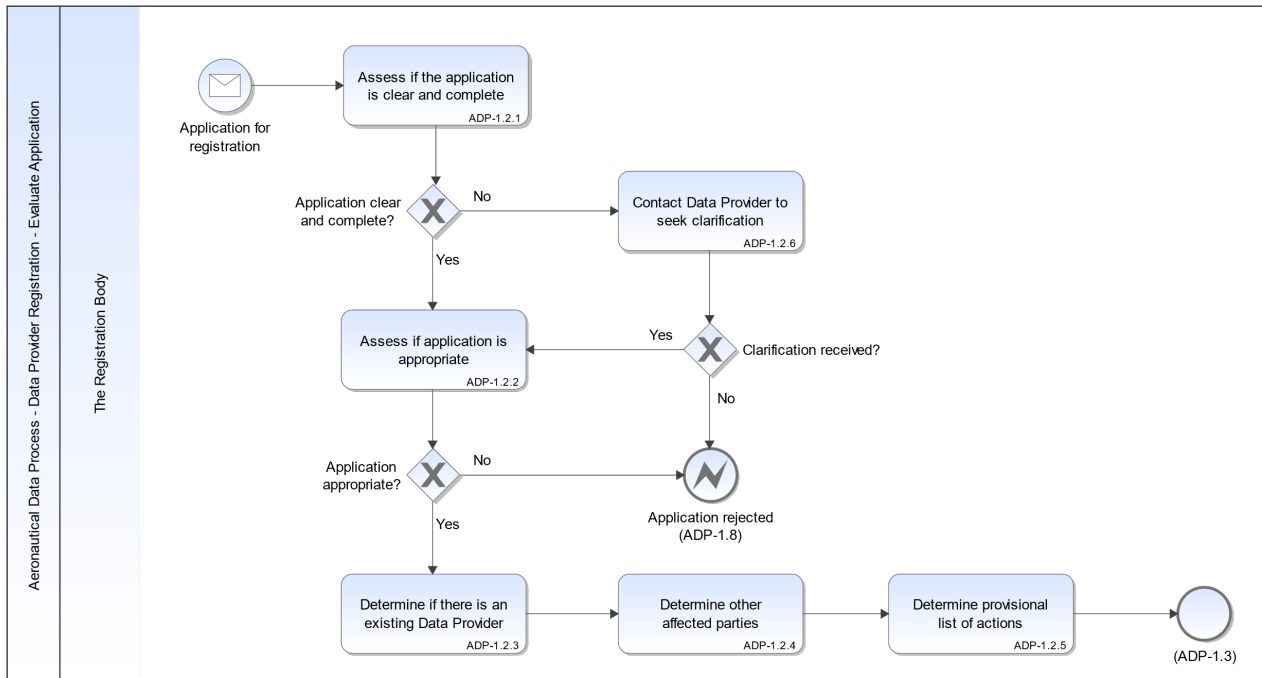
ADP-1.1.1 Draft Application

Title	ADP-1.1.1 Draft Application
Description	<ul style="list-style-type: none"> Draft an application to become an authorised Data Provider and to subsequently enable provision of data to the Data Receiver.
Notes	<ul style="list-style-type: none"> Prior to applying to become an authorised Data Provider, liaison with the Data Receiver may be required to establish which data items should be provided and the responsibilities associated with these. This application shall clearly state the data items which it is proposing to provide. A standard electronic template may be available within the State for making an application. The application shall provide the reasons why the Data Provider should be responsible for providing the data items. Reference may be made to the Aeronautical Data Catalogue in the application.
Role	The Data Provider
Next Step	ADP-1.1.2 Send Application to Registration Body

ADP-1.1.2 Send Application to Registration Body

Title	ADP-1.1.2 Send Application to Registration Body
Description	<ul style="list-style-type: none"> Send the application to the Registration Body.
Notes	<ul style="list-style-type: none"> The date / time the application was sent should be recorded. The Registration Body may be the AIS Provider or a State Designated Authority.
Role	The Data Provider
Next Step	ADP-1.2 Evaluate Application

ADP-1.2 Evaluate Application



ADP-1.2.1 Assess if the Application is Clear and Complete

Title	ADP-1.2.1 Assess if the Application is Clear and Complete
Description	<ul style="list-style-type: none"> Check that the application to register to become an authorised Data Provider is complete and clear.
Notes	<ul style="list-style-type: none"> The Data Provider may be the AIS Provider of another State. Formal arrangements shall be established with other AIS Providers when exchanging data with them. The application may have been provided through a standard electronic form available within the State for making an application.
Role	The Registration Body
Next Step	If the information provided is incomplete or the application is not clear, ADP-1.2.6 Contact Data Provider to Seek Clarification . If the information provided is complete and clear, ADP-1.2.2 Assess if Application is Appropriate .

ADP-1.2.2 Assess if Application is Appropriate

Title	ADP-1.2.2 Assess if Application is Appropriate
Description	<ul style="list-style-type: none"> Assess whether the reasons for providing the data items provided in the application are reasonable and valid, and whether the Data Provider is in a suitable position to be providing the data items.
Role	The Registration Body
Next Step	If the application is not appropriate, ADP-1.8 Reject Application . If the application is appropriate, ADP-1.2.3 Determine if There is an Existing Data Provider .

ADP-1.2.3 Determine if There is an Existing Data Provider

Title	ADP-1.2.3 Determine if There is an Existing Data Provider
Description	<ul style="list-style-type: none"> Determine whether there is already an authorised Data Provider for the data items detailed in the application.
Notes	<ul style="list-style-type: none"> Reference should be made to any State Data Provision Index / Aeronautical Data Catalogue, formal arrangements, other lists of approved sources, etc., to determine the authorised Data Provider.
Role	The Registration Body
Next Step	ADP-1.2.4 Determine Other Affected Parties

ADP-1.2.4 Determine Other Affected Parties

Title	ADP-1.2.4 Determine Other Affected Parties
Description	<ul style="list-style-type: none"> Determine the other parties that may be affected by the application.
Notes	<ul style="list-style-type: none"> Parties may include: <ul style="list-style-type: none"> The AIS Provider; The Regulator; The Data Originator.
Role	The Registration Body
Next Step	ADP-1.2.5 Determine Provisional List of Actions

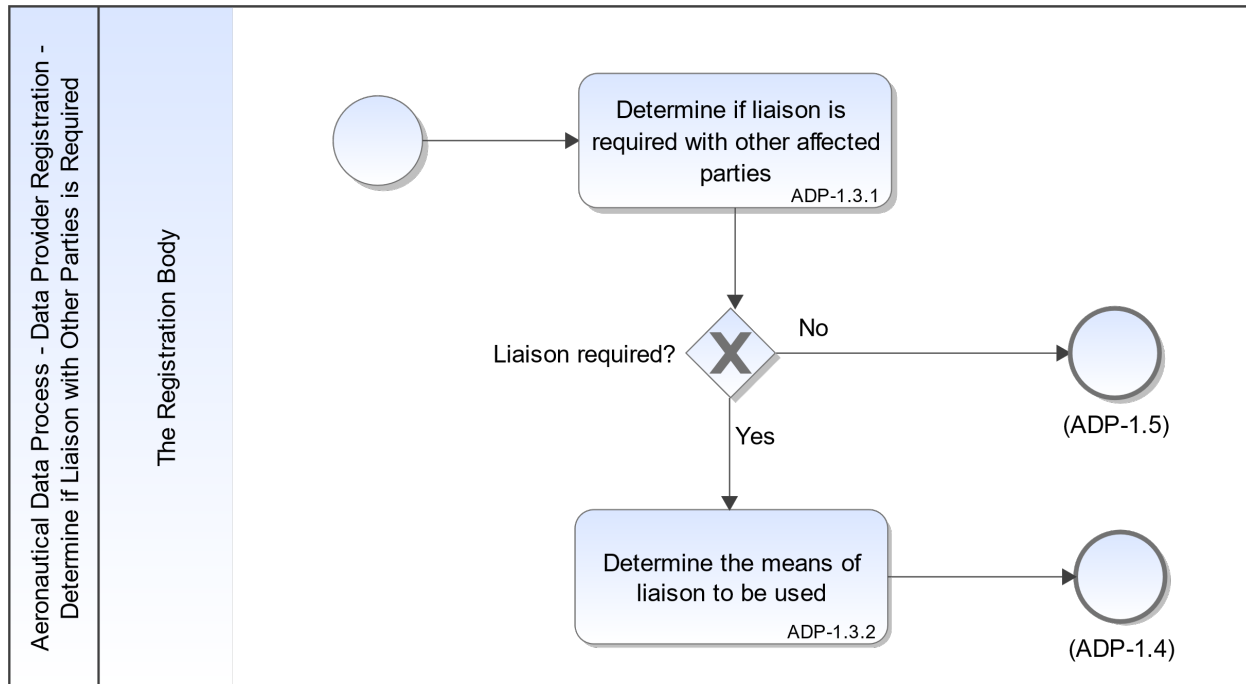
ADP-1.2.5 Determine Provisional List of Actions

Title	ADP-1.2.5 Determine Provisional List of Actions
Description	<ul style="list-style-type: none"> Analyse and record a list of provisional actions that may need to be taken by all parties involved if the application is approved.
Notes	<ul style="list-style-type: none"> This may include: <ul style="list-style-type: none"> Update of the State Data Provision Index / Aeronautical Data Catalogue; Establishment of formal arrangements.
Role	The Registration Body
Next Step	ADP-1.3 Determine if Liaison with Other Parties is Required

ADP-1.2.6 Contact Data Provider to Seek Clarification

Title	ADP-1.2.6 Contact Data Provider to Seek Clarification
Description	<ul style="list-style-type: none"> Contact the Data Provider to clarify any ambiguity with the application.
Notes	<ul style="list-style-type: none"> Details of the contact made, including the date / time of the contact and the date by which a response is required, should be recorded.
Role	The Registration Body
Next Step	<p>If clarification is not adequately provided, ADP-1.8 Reject Application.</p> <p>If clarification is adequately provided, ADP-1.2.2 Assess if Application is Appropriate.</p>

ADP-1.3 Determine if Liaison with Other Parties is Required



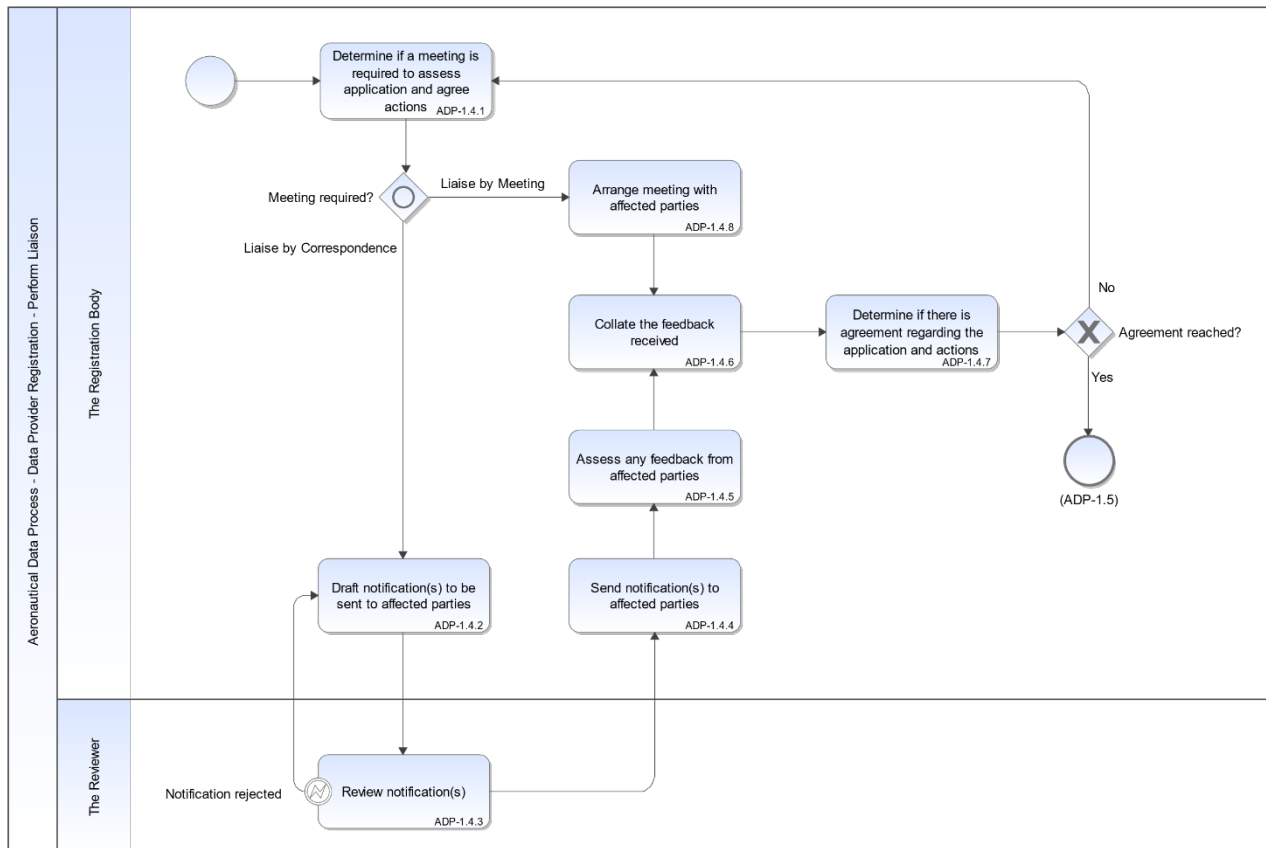
ADP-1.3.1 Determine if Liaison is Required with Other Affected Parties

Title	ADP-1.3.1 Determine if Liaison is Required with Other Affected Parties
Description	<ul style="list-style-type: none"> Determine if there is a need to liaise with the other parties affected by the application.
Notes	<ul style="list-style-type: none"> This liaison may be to: <ul style="list-style-type: none"> Discuss the validity of the application with the State Designated Authority; Discuss with the AIS Provider the establishment of formal arrangements; Discuss the application with the current Data Provider of the data items covered by the application; Discuss the impact on other Data Providers; Determine the actions that need to be taken by the parties, for example, the update of any State Data Provision Index / Aeronautical Data Catalogue, etc.
Role	The Registration Body
Next Step	If liaison is not required, ADP-1.5 Determine if Application is Approved If liaison is required, ADP-1.3.2 Determine the Means of Liaison to be Used .

ADP-1.3.2 Determine the Means of Liaison to be Used

Title	ADP-1.3.2 Determine the Means of Liaison to be Used
Description	<ul style="list-style-type: none"> Determine the means of liaison to be used.
Notes	<ul style="list-style-type: none"> Consideration should be given to the number of parties to be consulted with and the issues that need to be discussed, for example, if there is a question over the validity of the application that needs discussion with multiple parties, a face-to-face meeting may be the most efficient means of liaison.
Role	The Registration Body
Next Step	ADP-1.4 Perform Liaison

ADP-1.4 Perform Liaison



ADP-1.4.1 Determine if a Meeting is Required to Assess Application and Agree Actions

Title	ADP-1.4.1 Determine if a Meeting is Required to Assess Application and Agree Actions
Description	<ul style="list-style-type: none"> Determine whether a meeting is required with one or more affected parties.
Notes	<ul style="list-style-type: none"> A meeting may be held in addition to liaison by correspondence.
Role	The Registration Body
Next Step	If a meeting is required, ADP-1.4.8 Arrange Meeting with Affected Parties . If a meeting is not required, ADP-1.4.2 Draft Notification(s) to be Sent to Affected Parties .

ADP-1.4.2 Draft Notification(s) to be Sent to Affected Parties

Title	ADP-1.4.2 Draft Notification(s) to be Sent to Affected Parties
Description	<ul style="list-style-type: none"> Draft notification(s) to the affected parties informing them of the application to become an authorised Data Provider and requesting feedback. The notification may: <ul style="list-style-type: none"> outline any identified issues; detail any actions that may need to be undertaken if the application is approved.
Notes	<ul style="list-style-type: none"> The notification(s) should include a date by which a response is required.
Role	The Registration Body
Next Step	ADP-1.4.3 Review Notification(s)

ADP-1.4.3 Review Notification(s)

Title	ADP-1.4.3 Review Notification(s)
Description	<ul style="list-style-type: none"> Review the draft notification(s) to ensure the information is complete and clear.
Role	<ul style="list-style-type: none"> The Reviewer
Next Step	If errors are identified, ADP-1.4.2 Draft Notification(s) to be Sent to Affected Parties . If no errors are identified, ADP-1.4.4 Send Notification(s) to Affected Parties .

ADP-1.4.4 Send Notification(s) to Affected Parties

Title	ADP-1.4.4 Send Notification(s) to Affected Parties
Description	<ul style="list-style-type: none"> Send the notification(s) to the affected parties.
Notes	<ul style="list-style-type: none"> Details of the notification(s) sent, including the date / time of the contact and the date by which a response is required, should be recorded.
Role	The Registration Body
Next Step	ADP-1.4.5 Assess Any Feedback from Affected Parties

ADP-1.4.5 Assess Any Feedback from Affected Parties

Title	ADP-1.4.5 Assess Any Feedback from Affected Parties
Description	<ul style="list-style-type: none"> Assess the feedback received from the affected parties.
Role	The Registration Body
Next Step	ADP-1.4.6 Collate the Feedback Received

ADP-1.4.6 Collate the Feedback Received

Title	ADP-1.4.6 Collate the Feedback Received
Description	<ul style="list-style-type: none"> Collate any feedback received from the affected parties and/or the outcome of any meeting held.
Role	The Registration Body
Next Step	ADP-1.4.7 Determine if There is Agreement Regarding the Application and Actions

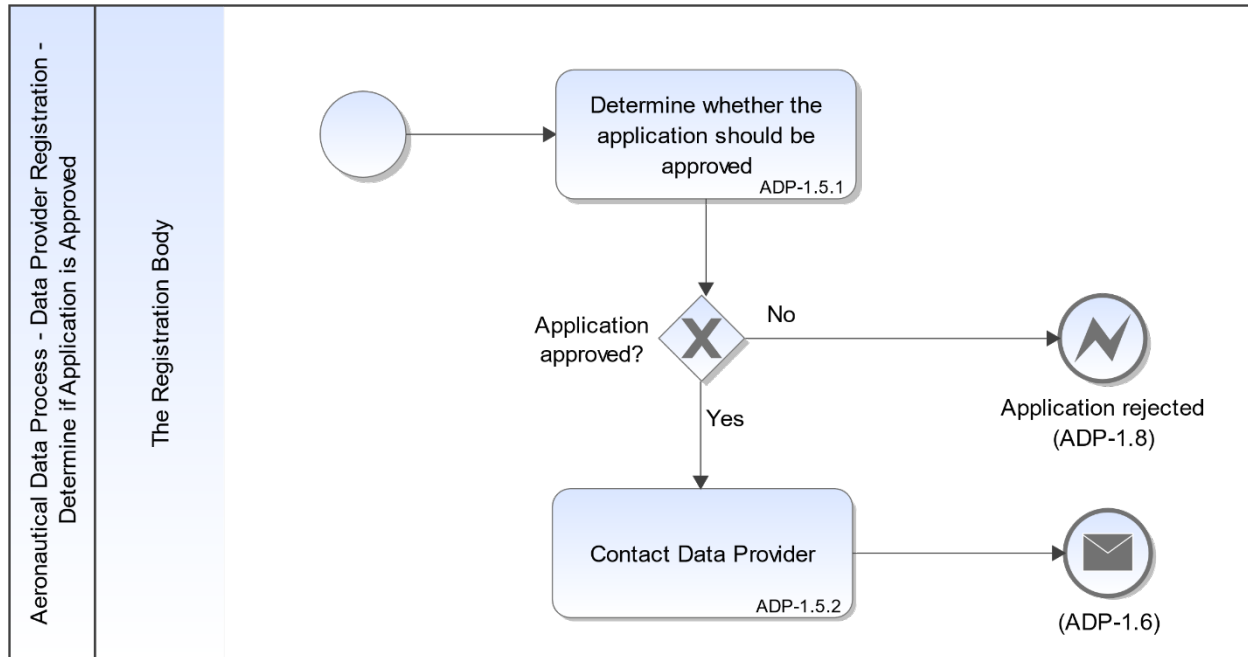
ADP-1.4.7 Determine if There is Agreement Regarding the Application and Actions

Title	ADP-1.4.7 Determine if There is Agreement Regarding the Application and Actions
Description	<ul style="list-style-type: none"> Determine from the feedback that has been collated whether there is agreement on whether the application should be approved and, if so, on the actions to be undertaken.
Role	The Registration Body
Next Step	If the application should be approved, ADP-1.5 Determine if Application is Approved If agreement has not been reached, ADP-1.4.1 Determine if a Meeting is Required to Assess Application and Agree Actions .

ADP-1.4.8 Arrange Meeting with Affected Parties

Title	ADP-1.4.8 Arrange Meeting with Affected Parties
Description	<ul style="list-style-type: none">• Arrange and conduct a meeting with the affected parties, recording the findings of the meeting.
Role	The Registration Body
Next Step	<i>ADP-1.4.6 Collate the Feedback Received</i>

ADP-1.5 Determine if Application is Approved



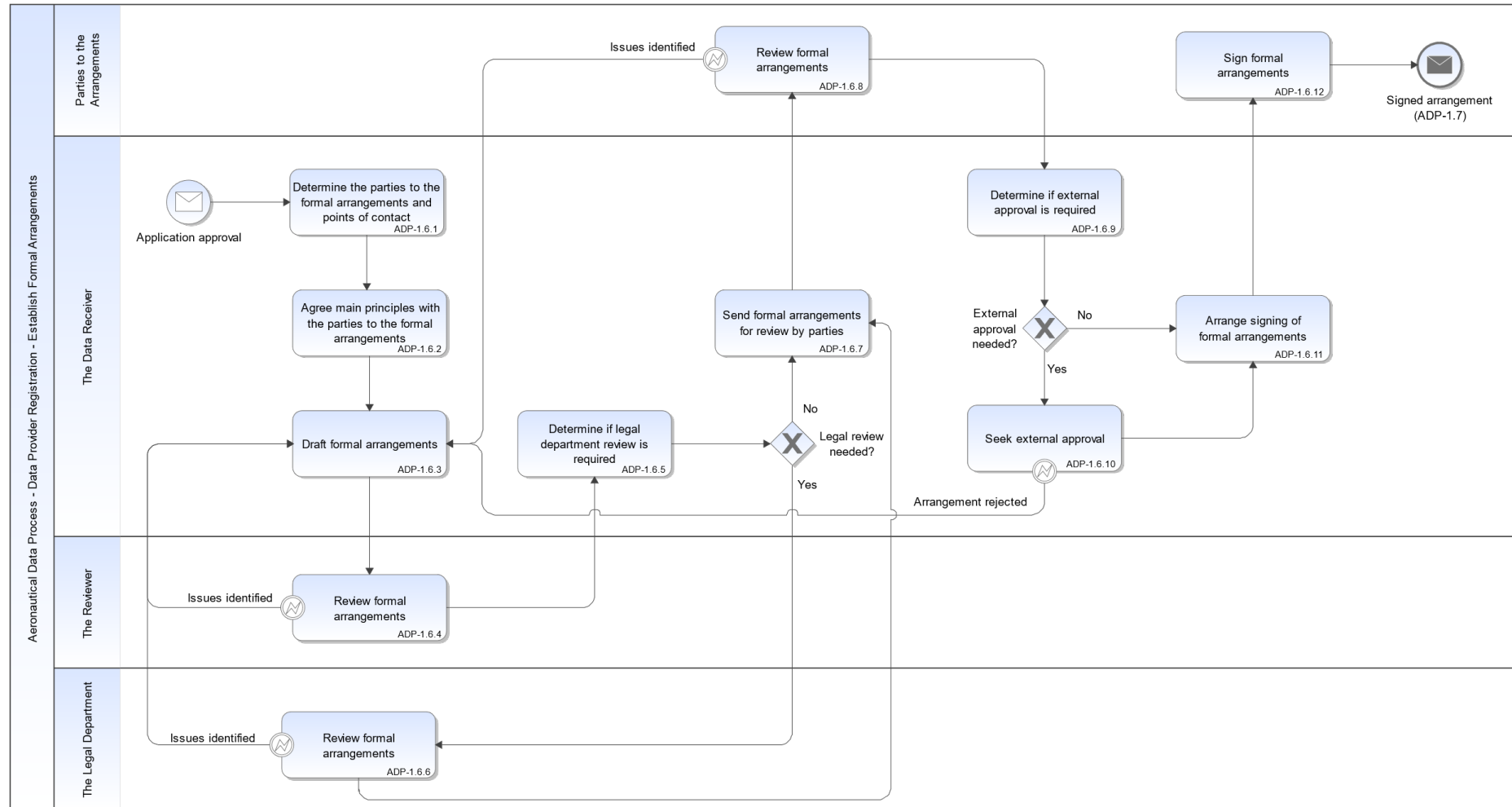
ADP-1.5.1 Determine Whether the Application Should be Approved

Title	ADP-1.5.1 Determine Whether the Application Should be Approved
Description	<ul style="list-style-type: none"> Determine whether the application should be approved.
Notes	<ul style="list-style-type: none"> The findings of any meetings with and feedback received from the affected parties, if liaison has taken place, should be taken into consideration. The potential impact of rejecting the application if the information the Data Provider is registering to provide is applicable as aeronautical information, should also be taken into consideration.
Role	The Registration Body
Next Step	If the application is not approved, ADP-1.8 Reject Application If the application is approved, ADP-1.5.2 Contact Data Provider .

ADP-1.5.2 Contact Data Provider

Title	ADP-1.5.2 Contact Data Provider
Description	<ul style="list-style-type: none"> Contact the Data Provider to inform them that their application has been approved, and to outline the next step(s) of the registration process.
Notes	<ul style="list-style-type: none"> Details of the contact made, including the date / time, should be recorded. A notification should be sent to all affected parties that the application is approved, including the Data Receiver.
Role	The Registration Body
Next Step	ADP-1.6 Establish Formal Arrangements

ADP-1.6 Establish Formal Arrangements



ADP-1.6.1 Determine the Parties to the Formal Arrangements and Points of Contact

Title	ADP-1.6.1 Determine the Parties to the Formal Arrangements and Points of Contact
Description	<ul style="list-style-type: none"> Establish the Parties to the Arrangements and the points of contact for each party.
Notes	<ul style="list-style-type: none"> A State Designated Authority may wish, or it may be advisable for them, to be a party to the arrangements.
Role	The Data Receiver
Next Step	ADP-1.6.2 Agree Main Principles with the Parties to the Formal Arrangements

ADP-1.6.2 Agree Main Principles with the Parties to the Formal Arrangements

Title	ADP-1.6.2 Agree Main Principles with the Parties to the Formal Arrangements
Description	<ul style="list-style-type: none"> Agree the main principles of the arrangements in preparation for drafting.
Notes	<ul style="list-style-type: none"> The main principles shall include: <ul style="list-style-type: none"> The scope of the data; The means of provision; The format of the data; The notice period of the data.
Role	The Data Receiver
Next Step	ADP-1.6.3 Draft Formal Arrangements

ADP-1.6.3 Draft Formal Arrangements

Title	ADP-1.6.3 Draft Formal Arrangements
Description	<ul style="list-style-type: none"> Prepare a draft of the formal arrangements. The formal arrangements: <ul style="list-style-type: none"> Shall comply with Commission Implementing Regulation (EU) No. 2017/373 (as amended) [12] and should comply with ICAO Doc 8126 [3] for the content of the formal arrangements; Shall comply with the State data quality requirements; Shall comply with ICAO Doc 10066 [7] for the coding of aeronautical data properties; Shall ensure that if a third party is contracted to originate the data, that formal arrangements compliant with Commission Implementing Regulation (EU) No. 2017/373 (as amended) [12] and ICAO Doc 10066 [7] are established between the Data Provider and the third party; Shall define the standards that must be met for data origination; Shall provide clear instructions on what needs to be surveyed, where applicable; Shall clearly define the validation and verification responsibilities of the Data Provider; Shall refer to the validation checks the Data Receiver will perform on receipt of the data; Should include details of any coordination activities that should take place; Should include details of any approvals / declarations which must accompany the data; Should include the notifications that will be provided to the Data Provider on the progress of the Data Change Request; Should include details of any Data Provider approvals of products;

	<ul style="list-style-type: none"> ○ Should include details of security and data protection measures that must be met by the parties; ○ If the arrangements are between AIS Providers, shall include the responsibilities for and frequency of periodic reviews of cross-border data; ○ If the arrangements are between AIS Providers, shall include details of technical cross-border coordination that should take place through the data process, such as the exchange of data sets for consistency checking purposes; ○ May include details of any trial period for the formal arrangements so that the effectiveness of the services can be monitored without enforcement of escalation procedures. Following the trial period, and if necessary during it, formal arrangements should be reviewed in accordance with the oversight activities detailed within the formal arrangements themselves, or by other management processes. In some cases, it may not be deemed necessary to define a trial period, instead the formal arrangements are signed once both parties are in agreement that its content is correct and can be applied; ○ Shall include details of the oversight and reporting of the formal arrangements.
Notes	<ul style="list-style-type: none"> • ICAO Doc 8126 [3] contains a template that may be used as the basis for the establishment of formal arrangements. • Guidance on the establishment of formal arrangements can be found at https://www.eurocontrol.int/service/aeronautical-data-and-information-quality. • The party may be another ANSP function providing data to the AIS. • The Data Provider may be a State Designated Authority providing an aeronautical data product(s) on behalf of the State, referenced from the State AIP, for example, a geodetic agency providing terrain data sets. If this is the case, the content of the formal arrangements should be adapted accordingly. • Business rules applied in tools may support the validation of data.
Role	The Data Receiver
Next Step	ADP-1.6.4 Review Formal Arrangements

ADP-1.6.4 Review Formal Arrangements

Title	ADP-1.6.4 Review Formal Arrangements
Description	<ul style="list-style-type: none"> • Review the draft formal arrangements to ensure that they are compliant with the application received, the agreed main principles and the points in ADP-1.6.3 Draft Formal Arrangements, providing feedback to the Data Receiver.
Role	The Reviewer
Next Step	<p>If issues were detected with the formal arrangements, ADP-1.6.3 Draft Formal Arrangements.</p> <p>If no issues were detected with the formal arrangements, ADP-1.6.5 Determine if Legal Department Review is Required.</p>

ADP-1.6.5 Determine if Legal Department Review is Required

Title	ADP-1.6.5 Determine if Legal Department Review is Required
Description	<ul style="list-style-type: none"> • Determine whether the organisation's legal department should be involved in the review of the draft formal arrangements.
Role	The Data Receiver
Next Step	<p>If review by the legal department is not required, ADP-1.6.7 Send Formal Arrangements for Review by Parties.</p> <p>If review by the legal department is required, ADP-1.6.6 Review Formal Arrangements.</p>

ADP-1.6.6 Review Formal Arrangements

Title	ADP-1.6.6 Review Formal Arrangements
Description	<ul style="list-style-type: none"> Review the draft formal arrangements from a legal perspective and provide feedback to the Data Receiver.
Role	The Legal Department
Next Step	<p>If any issues are detected with the formal arrangements, ADP-1.6.3 Draft Formal Arrangements.</p> <p>If no issues are detected with the formal arrangements, ADP-1.6.7 Send Formal Arrangements for Review by Parties.</p>

ADP-1.6.7 Send Formal Arrangements for Review by Parties

Title	ADP-1.6.7 Send Formal Arrangements for Review by Parties
Description	<ul style="list-style-type: none"> Send the formal arrangements to the Parties to the Arrangements for their review, stating a date by which their input is required.
Notes	<ul style="list-style-type: none"> Details of the contact made, including the date / time of the contact and the date by which a response is required, should be recorded.
Role	The Data Receiver
Next Step	ADP-1.6.8 Review Formal Arrangements

ADP-1.6.8 Review Formal Arrangements

Title	ADP-1.6.8 Review Formal Arrangements
Description	<ul style="list-style-type: none"> Review the draft formal arrangements and provide feedback to the Data Receiver.
Role	The Parties to the Arrangements
Next Step	<p>If any issues are detected with the formal arrangements, ADP-1.6.3 Draft Formal Arrangements.</p> <p>If no issues are detected with the formal arrangements, ADP-1.6.9 Determine if External Approval is Required.</p>

ADP-1.6.9 Determine if External Approval is Required

Title	ADP-1.6.9 Determine if External Approval is Required
Description	<ul style="list-style-type: none"> Determine whether the formal arrangements need the approval of an external State Designated Authority before they can be signed.
Role	The Data Receiver
Next Step	<p>If external approval is not required, ADP-1.6.11 Arrange Signing of Arrangements.</p> <p>If external approval is required, ADP-1.6.10 Seek External Approval.</p>

ADP-1.6.10 Seek External Approval

Title	ADP-1.6.10 Seek External Approval
Description	<ul style="list-style-type: none"> Provide the formal arrangements to the external party for approval, stating a date by which approval is required, and then assess the response received.
Notes	<ul style="list-style-type: none"> Details of the contact made, including the date / time of the contact and the date by which a response is required, should be recorded. If a response is not received by the specified date, the request for approval should be resent and a reply awaited before proceeding.
Role	The Data Receiver
Next Step	<p>If the external party rejected the formal arrangements, ADP-1.6.3 Draft Formal Arrangements.</p> <p>If the external party approved the formal arrangements, ADP-1.6.11 Arrange Signing of Arrangements.</p>

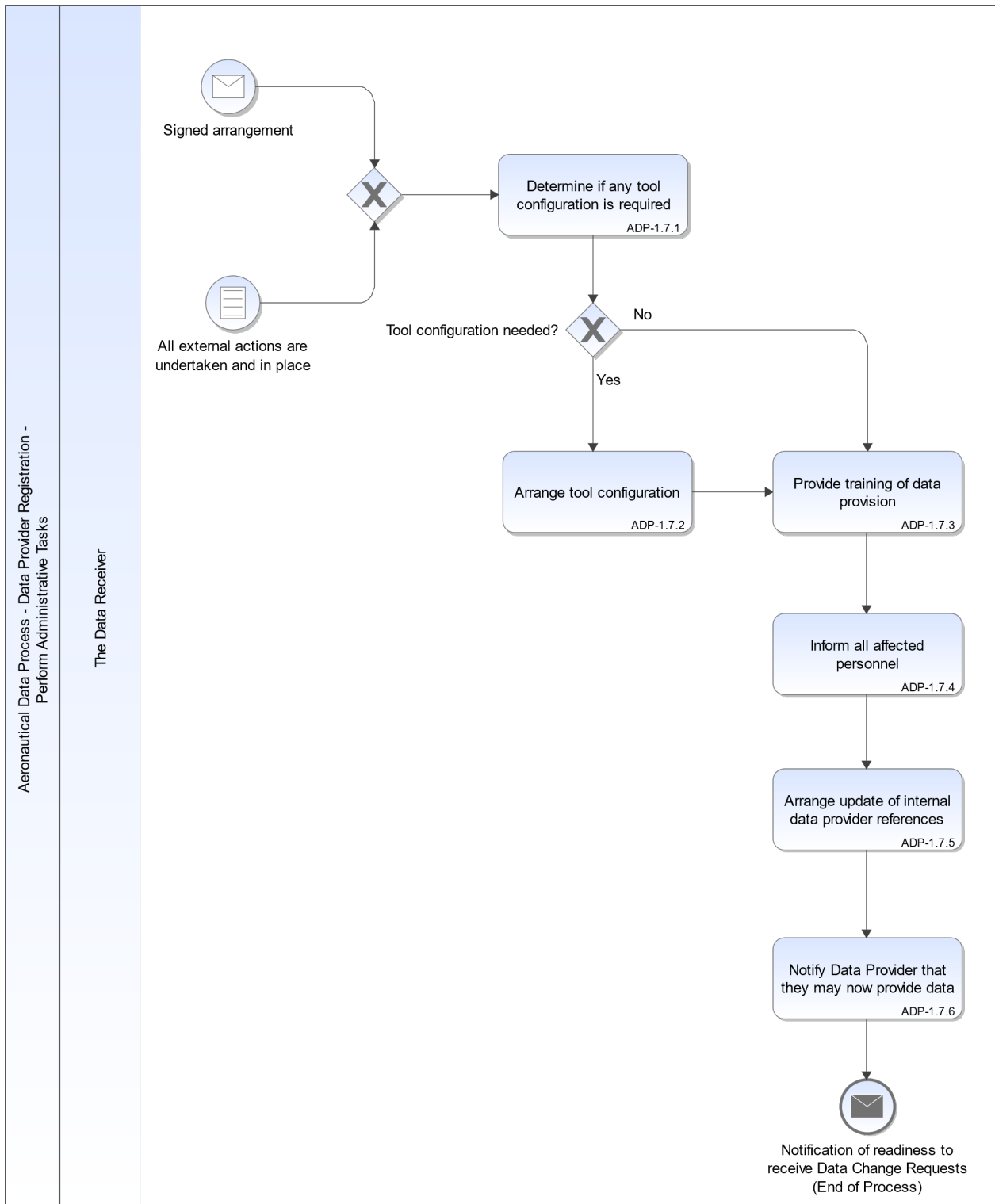
ADP-1.6.11 Arrange Signing of Arrangements

Title	ADP-1.6.11 Arrange Signing of Arrangements
Description	<ul style="list-style-type: none"> Make arrangements with the Parties to the Arrangements to sign the formal arrangements.
Role	The Data Receiver
Next Step	ADP-1.6.12 Sign Arrangements

ADP-1.6.12 Sign Arrangements

Title	ADP-1.6.12 Sign Arrangements
Description	<ul style="list-style-type: none"> Sign the formal arrangements.
Role	The Parties to the Arrangements
Next Step	ADP-1.7 Perform Administrative Tasks

ADP-1.7 Perform Administrative Tasks



ADP-1.7.1 Determine if Any Tool Configuration is Required

Title	ADP-1.7.1 Determine if Any Tool Configuration is Required
Description	<ul style="list-style-type: none"> Determine if there is any configuration required to any data provision tool made available to Data Providers in order to provide data directly to the Data Receiver.
Notes	<ul style="list-style-type: none"> This step only takes place once all external references have been updated and actions which are the responsibility of external parties have been executed.
Role	The Data Receiver
Next Step	If no tool configuration is required, ADP-1.7.3 Provide Training of Data Provision . If tool configuration is required, ADP-1.7.2 Arrange Tool Configuration .

ADP-1.7.2 Arrange Tool Configuration

Title	ADP-1.7.2 Arrange Tool Configuration
Description	<ul style="list-style-type: none"> Arrange with relevant personnel the configuration of the data provision tool to allow the Data Provider to access the tool and submit the data items which it is responsible for providing.
Role	The Data Receiver
Next Step	ADP-1.7.3 Provide Training of Data Provision

ADP-1.7.3 Provide Training of Data Provision

Title	ADP-1.7.3 Provide Training of Data Provision
Description	<ul style="list-style-type: none"> Arrange for the training of the Data Provider relating to the provision of data.
Notes	<ul style="list-style-type: none"> This may include training on using any data provision tool to be used.
Role	The Data Receiver
Next Step	ADP-1.7.4 Inform All Affected Personnel

ADP-1.7.4 Inform All Affected Personnel

Title	ADP-1.7.4 Inform All Affected Personnel
Description	<ul style="list-style-type: none"> Communicate details of the Data Provider and the responsible data items to all affected personnel.
Role	The Data Receiver
Next Step	ADP-1.7.5 Arrange Update of Internal Data Provider References

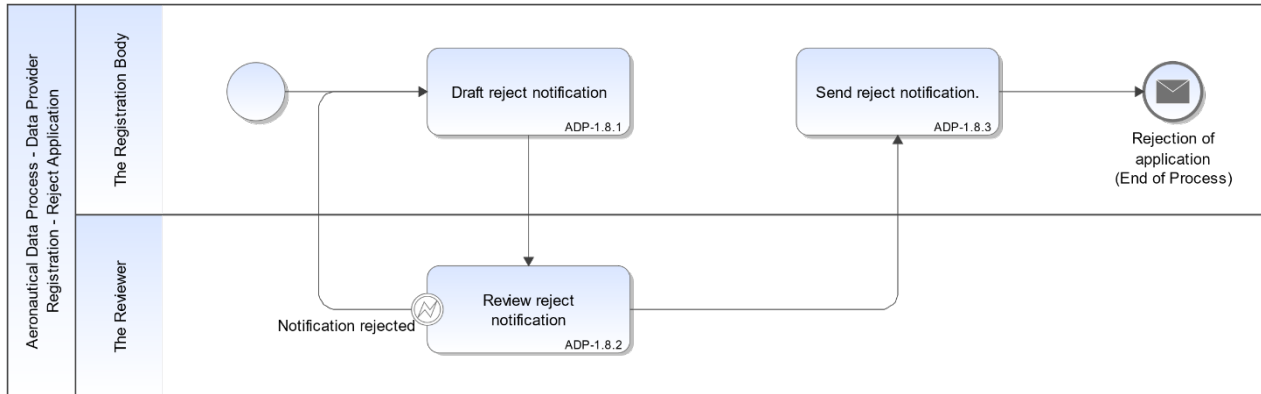
ADP-1.7.5 Arrange Update of Internal Data Provider References

Title	ADP-1.7.5 Arrange Update of Internal Data Provider References
Description	<ul style="list-style-type: none"> Arrange for the update of all internal references related to Data Providers.
Notes	<ul style="list-style-type: none"> These references may include any internal list of Data Providers that those processing data refer to in their day-to-day activities.
Role	The Data Receiver
Next Step	ADP-1.7.6 Notify Data Provider That They May Now Provide Data

ADP-1.7.6 Notify Data Provider That They May Now Provide Data

Title	ADP-1.7.6 Notify Data Provider That They May Now Provide Data
Description	<ul style="list-style-type: none">• Inform the Data Provider that they may now start providing the data items for which they are responsible in accordance with the formal arrangements established.
Notes	<ul style="list-style-type: none">• Details of the contact made, including the date / time, should be recorded.
Role	The Data Receiver
Next Step	End of process

ADP-1.8 Reject Application



ADP-1.8.1 Draft Reject Notification

Title	ADP-1.8.1 Draft Reject Notification
Description	<ul style="list-style-type: none"> Draft a notification to the Data Provider to inform them that their application has been rejected.
Notes	<ul style="list-style-type: none"> The notification shall state the reasons for the rejection.
Role	The Registration Body
Next Step	ADP-1.8.2 Review Reject Notification

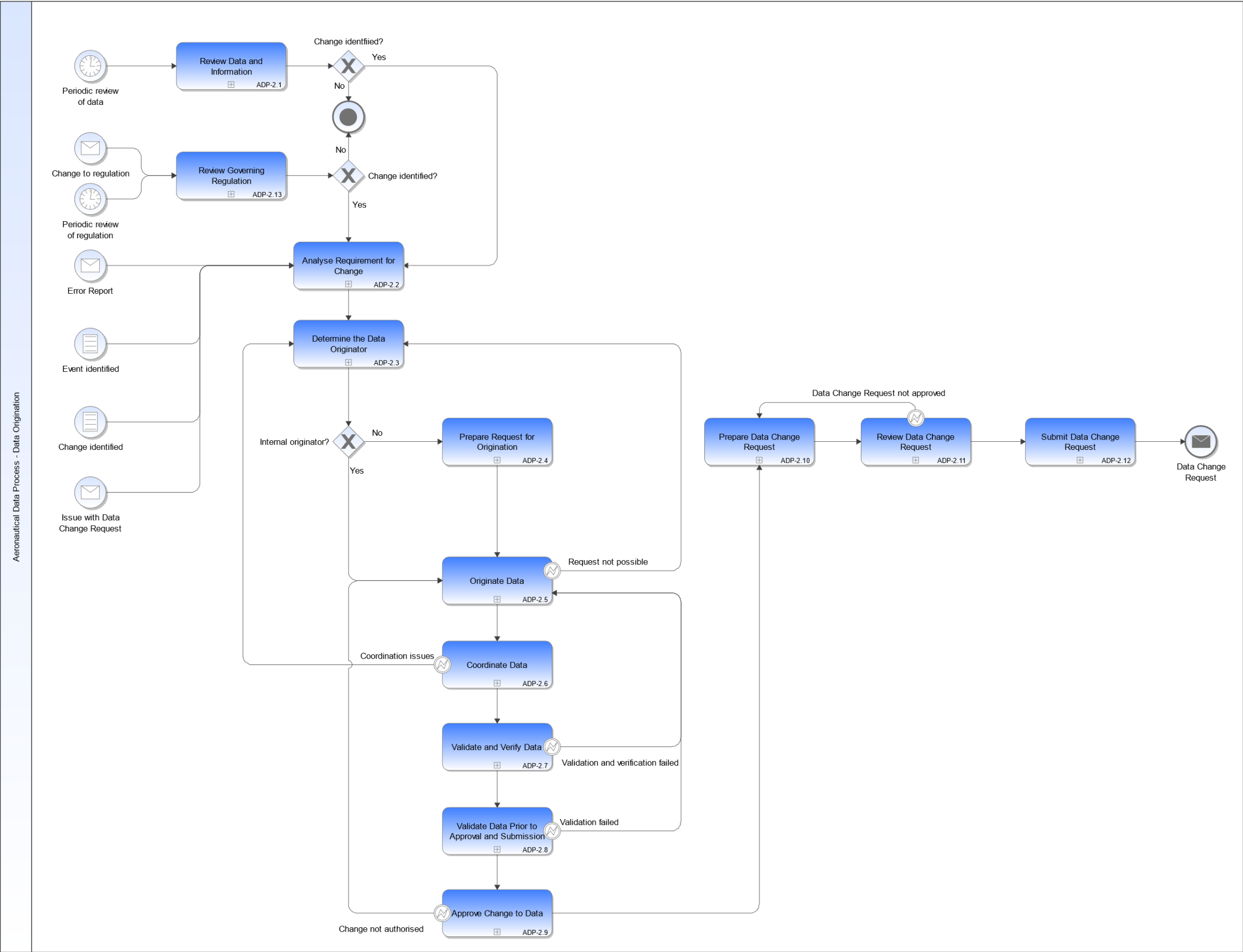
ADP-1.8.2 Review Reject Notification

Title	ADP-1.8.2 Review Reject Notification
Description	<ul style="list-style-type: none"> Review the draft notification to ensure it is clear and understandable, and accurately reflects the reasons for the rejection.
Notes	<ul style="list-style-type: none"> Reference should be made to the findings of any liaison, as well as the Registration Body's recordings of the evaluation and approval decision.
Role	The Reviewer
Next Step	If any errors are identified, ADP-1.8.1 Draft Reject Notification . If no errors are identified, ADP-1.8.3 Send Reject Notification .

ADP-1.8.3 Send Reject Notification

Title	ADP-1.8.3 Send Reject Notification
Description	<ul style="list-style-type: none"> Send the reject notification to the Data Provider.
Notes	<ul style="list-style-type: none"> Details of the notification sent, including the date / time, should be recorded.
Role	The Registration Body
Next Step	End of process

ADP-2 Data Origination



ADP-2.1 Review Data and Information

Title	ADP-2.1 Review Data and Information
Description	<ul style="list-style-type: none"> Perform a review of the data to determine if a change is needed.
Notes	<ul style="list-style-type: none"> A periodic review of data triggers this activity. The review should determine if the data is up-to-date, in accordance with latest standards, etc.
Next Step	If a change is identified, ADP-2.2 Analyse Requirement for Change . If no change is identified, end of process.

ADP-2.2 Analyse Requirement for Change

Title	ADP-2.2 Analyse Requirement for Change
Description	<ul style="list-style-type: none"> Assess the requirement for the data change to determine the relevant data origination activities, including the need to obtain any data set(s), and the operational impact of the change.
Notes	<ul style="list-style-type: none"> A change may be identified as a result of a periodic review of data/information, a change to regulation, a periodic review of regulation, an error report or a change to data, the identification of an event, for example, a long-term planning project resulting in data changes. In addition, a Data Change Request may have been rejected during analysis and some data may need to be re-originated.
Next Step	ADP-2.3 Determine the Data Originator

ADP-2.3 Determine the Data Originator

Title	ADP-2.3 Determine the Data Originator
Description	<ul style="list-style-type: none"> Determine who will be responsible for the data origination activities required.
Notes	<ul style="list-style-type: none"> The Data Originator may be internal to the organisation analysing the requirement for change or alternatively, the Data Originator may be from an external organisation: The way the data is requested from an internal data originator may vary from the way it is requested from an external data provider. Reference to formal arrangements, State Data Provision Index / Aeronautical Data Catalogue, etc. may be required.
Next Step	If the Data Originator is internal to the organisation, ADP-2.5 Originate Data . If the Data Originator is external to the organisation, ADP-2.4 Prepare Request for Origination .

ADP-2.4 Prepare Request for Origination

Title	ADP-2.4 Prepare Request for Origination
Description	<ul style="list-style-type: none"> • Prepare a Request for Origination to be sent to the Data Originator. • The Request for Origination shall: <ul style="list-style-type: none"> ○ be clear; ○ accurately reflect the data in need of origination identified by the change trigger, including the referenced data (baseline and/or temporary) applicable for the origination of the new or modified data; ○ refer to any formal arrangements in place; ○ refer to the data quality requirements; ○ refer to any relevant data origination standards; ○ describe the means of provision, including the format the data should be provided in; ○ address any comments that may have been raised during review of the Request for Origination. • In some cases, the Request for Origination may need a safety support assessment. • Review the Request for Origination before sending. • Send the Request for Origination.
Notes	<ul style="list-style-type: none"> • A means of identifying data items or types of changes in need of safety support assessment should be put in place to reduce the risk of neglecting to perform a safety support assessment. • Tools may be used to support the identification of data items in need of safety support assessment.
Next Step	ADP-2.5 Originate Data

ADP-2.5 Originate Data

Title	ADP-2.5 Originate Data
Description	<ul style="list-style-type: none"> • Assess the requirement for origination to identify any issues. • If required, obtain any data set(s) required for the data origination. • Originate the data required in accordance with: <ul style="list-style-type: none"> ○ any formal arrangements in place; ○ any Request for Origination; ○ the data quality requirements; ○ any applicable origination standards. • Any referenced data (baseline and/or temporary) applicable for the origination of the new or modified data, shall be considered during the data origination activity. • Ensure that any comments that may have been raised during previous validation and verification of the data are addressed.
Notes	<ul style="list-style-type: none"> • Data set(s) may be required and obtained by the AIS Provider, the State provider of terrain data, or from another State authority. • Only data set(s) from official sources should be acquired. • The exchange of data set(s) should be covered in the formal arrangements in place, including those with other States.
Next Step	<p>If the data origination is possible, ADP-2.6 Coordinate Data.</p> <p>If the data origination is not possible, ADP-2.3 Determine the Data Originator.</p>

ADP-2.6 Coordinate Data

Title	ADP-2.6 Coordinate Data
Description	<ul style="list-style-type: none"> • Perform consistency checks with other data / data set(s). • If applicable, coordinate the data with other States / parties.
Notes	<ul style="list-style-type: none"> • Required coordination activities may be defined in formal arrangements with other States. • Coordination may include: <ul style="list-style-type: none"> ○ Consistency checks with data set(s) of other State(s); ○ Agreement on the data items to be exchanged; ○ Agreement on the effective date to be applied to the data. • In the first instance, the effective date should be coordinated with and confirmed by the AIS Provider.
Next Step	<p>If the coordination of data identified an issue, ADP-2.3 Determine the Data Originator.</p> <p>If coordination was successful, ADP-2.7 Validate and Verify Data.</p>

ADP-2.7 Validate and Verify Data

Title	ADP-2.7 Validate and Verify Data
Description	<ul style="list-style-type: none"> • Confirm that the data is within scope, is complete, has been originated in accordance with all applicable standards and that it meets its data quality requirements. • Validate and verify the data in accordance with the integrity level of the data. • If applicable, perform a safety support assessment. • If applicable, perform simulation.
Notes	<ul style="list-style-type: none"> • Validation and verification activities during the data origination process are essential to ensure that the required data quality is achieved. • For data changes that are part of a package of changes, data simulation may be required, for example, the simulation of instrument flight procedures. • A means of identifying data items or types of changes in need of safety support assessment should be put in place to reduce the risk of neglecting to perform a safety support assessment. • Tools may be used to identify data items in need of safety support assessment. • Validation and verification reports may be generated. • This activity should be performed by a different person to the person that performed ADP-2.5 Originate Data.
Next Step	<p>If the data passes validation and verification, ADP-2.8 Validate Data Prior to Approval and Submission.</p> <p>If errors are detected, ADP-2.5 Originate Data.</p>

ADP-2.8 Validate Data Prior to Approval and Submission

Title	ADP-2.8 Validate Data Prior to Approval and Submission
Description	<ul style="list-style-type: none"> Confirm that: <ul style="list-style-type: none"> The data is complete; The data is in accordance with any formal arrangements; The data is in accordance with any Request for Origination; The effective date is included and is feasible; That approvals have been obtained and are provided, if applicable; That coordination has taken place, if applicable. Perform plausibility checks.
Notes	<ul style="list-style-type: none"> A second validation may be required as a result of the integrity level of the data or the policy of the organisation. Validation reports may be generated.
Next Step	<p>If errors are detected, ADP-2.5 Originate Data.</p> <p>If the data passes validation, ADP-2.9 Approve Change to Data.</p>

ADP-2.9 Approve Change to Data

Title	ADP-2.9 Approve Change to Data
Description	<ul style="list-style-type: none"> Confirm any required safety support assessment has been adequately performed. Seek required approvals for the originated data.
Notes	<ul style="list-style-type: none"> A means of identifying data items or types of changes in need of safety support assessment should be put in place to reduce the risk of neglecting to perform a safety support assessment. Tools may be used to identify data items in need of safety support assessment. Approvals may be required from the State Designated Authority. In determining the approvals required, consideration may be given to: <ul style="list-style-type: none"> Company / State policy(ies); The nature of the data that has been originated.
Next Step	<p>If the data change is approved, ADP-2.10 Prepare Data Change Request.</p> <p>If the data change is not approved, ADP-2.5 Originate Data.</p>

ADP-2.10 Prepare Data Change Request

Title	ADP-2.10 Prepare Data Change Request
Description	<ul style="list-style-type: none"> • Prepare the Data Change Request ensuring that: <ul style="list-style-type: none"> ○ It is in accordance with any formal arrangements in place; ○ It is in accordance with the requirements of any Request for Origination; ○ It is clear and unambiguous; ○ It accurately reflects the status of the data (new, updated, deleted); ○ It accurately reflects the originated data; ○ It references any applicable UUIDs; ○ It references any existing data, if applicable; ○ It addresses any comments that may have been raised during any previous review of the Data Change Request. • Attach any associated documentation, such as approvals, safety support assessment details or simulation details.
Notes	<ul style="list-style-type: none"> • The Data Change Request comprises data and metadata, as well as other supporting material associated with the data change. • A Data Change Request may include the provision of electronic data sets. • Data should be provided in accordance with globally interoperable aeronautical information exchange models, where possible.
Next Step	ADP-2.11 Review Data Change Request

ADP-2.11 Review Data Change Request

Title	ADP-2.11 Review Data Change Request
Description	<ul style="list-style-type: none"> • Review the Data Change Request to ensure: <ul style="list-style-type: none"> ○ It is complete; ○ It is clear and unambiguous; ○ It meets the requirements of any Request for Origination; ○ It is in accordance with any formal arrangements in place; ○ That the effective date is feasible; ○ That approvals are provided; ○ That coordination details are provided; ○ That validation and verification activities are recorded.
Notes	<ul style="list-style-type: none"> • The review should be performed by a different person to the person that performed ADP-2.10 Prepare Data Change Request.
Next Step	<p>If errors are detected with the Data Change Request, ADP-2.10 Prepare Data Change Request.</p> <p>If Data Change Request is correct, ADP-2.12 Submit Data Change Request.</p>

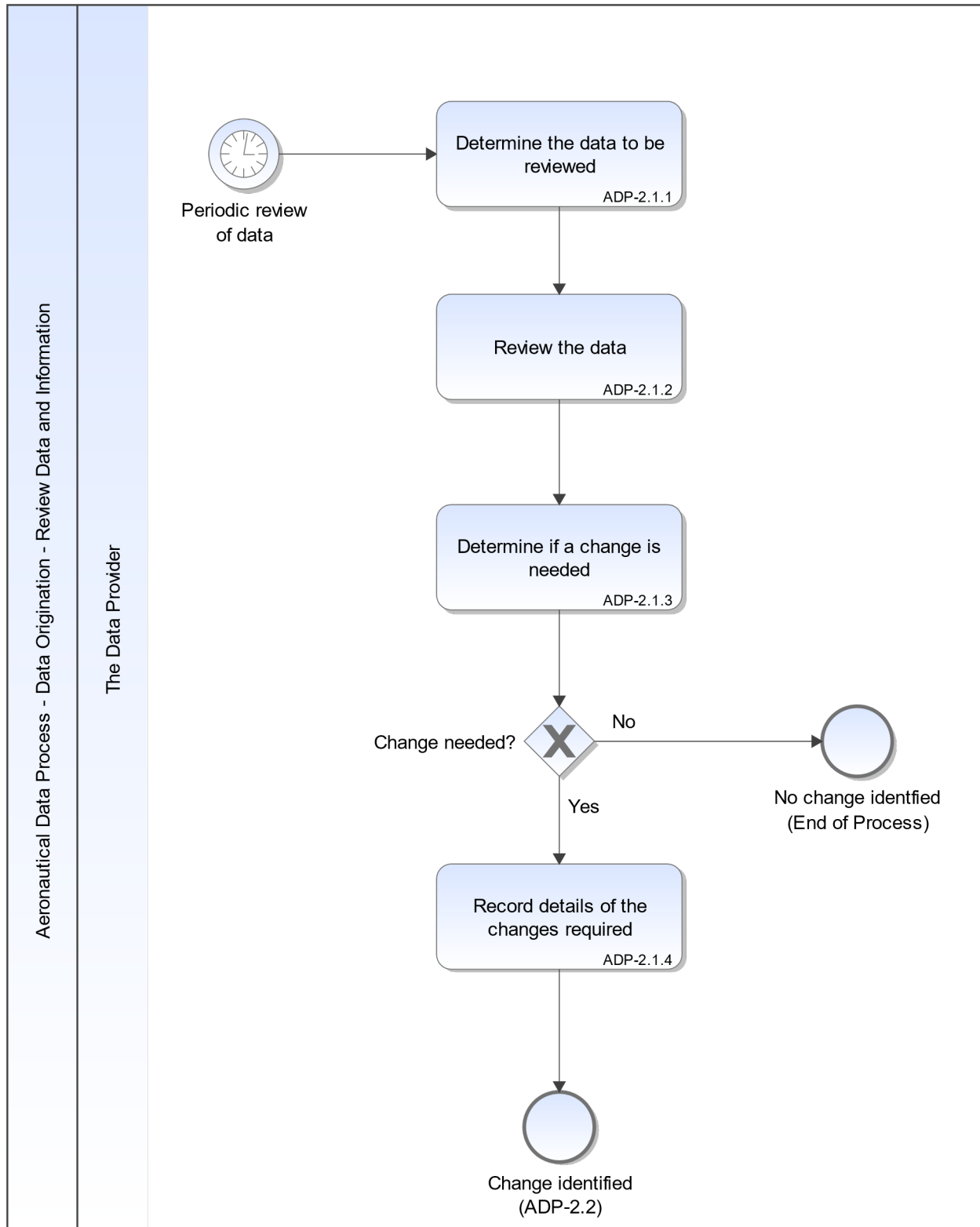
ADP-2.12 Submit Data Change Request

Title	ADP-2.12 Submit Data Change Request
Description	<ul style="list-style-type: none"> Submit the Data Change Request in accordance with any formal arrangements / Request for Origination.
Notes	<ul style="list-style-type: none"> Data should be exchanged through electronic means. At this stage of the process, as part of the submission activity, the Data Change Request may now be stored digitally within the system of the organisation to which it is being submitted, depending on the tools in place. Business rules and system reporting may support the validation of the data provided. Submission reports may be generated.
Next Step	End of process.

ADP-2.13 Review Governing Regulation

Title	ADP-2.13 Review Governing Regulation
Description	<ul style="list-style-type: none"> Review the relevant regulation to determine if there is an impact on data/information. Determine if there is an impact on formal arrangements. Determine if there is an impact on products / services.
Notes	<ul style="list-style-type: none"> A periodic review or a change to regulation triggers this activity. The establishment of formal arrangements or the update of existing formal arrangements should be performed in accordance with management processes or the oversight process defined in the formal arrangements. Quality Management System processes should address the need to update / create products / services.
Next Step	<p>If an impact on published data/information is identified, ADP-2.2 Analyse Requirement for Change.</p> <p>If no impact on published data/information is identified, end of process.</p>

ADP-2.1 Review Data and Information



ADP-2.1.1 Determine the Data to be Reviewed

Title	ADP-2.1.1 Determine the Data to be Reviewed
Description	<ul style="list-style-type: none"> Determine the scope of the data to be reviewed during the periodic review.
Notes	<ul style="list-style-type: none"> A periodic review of data triggers this activity.
Role	The Data Provider
Next Step	ADP-2.1.2 Review the Data

ADP-2.1.2 Review the Data

Title	ADP-2.1.2 Review the Data
Description	<ul style="list-style-type: none"> Review the data to determine if it is correct.
Notes	<ul style="list-style-type: none"> The review may involve checking that the data is accurate, up-to-date, in accordance with the latest standards, etc.
Role	The Data Provider
Next Step	ADP-2.1.3 Determine if a Change is Needed

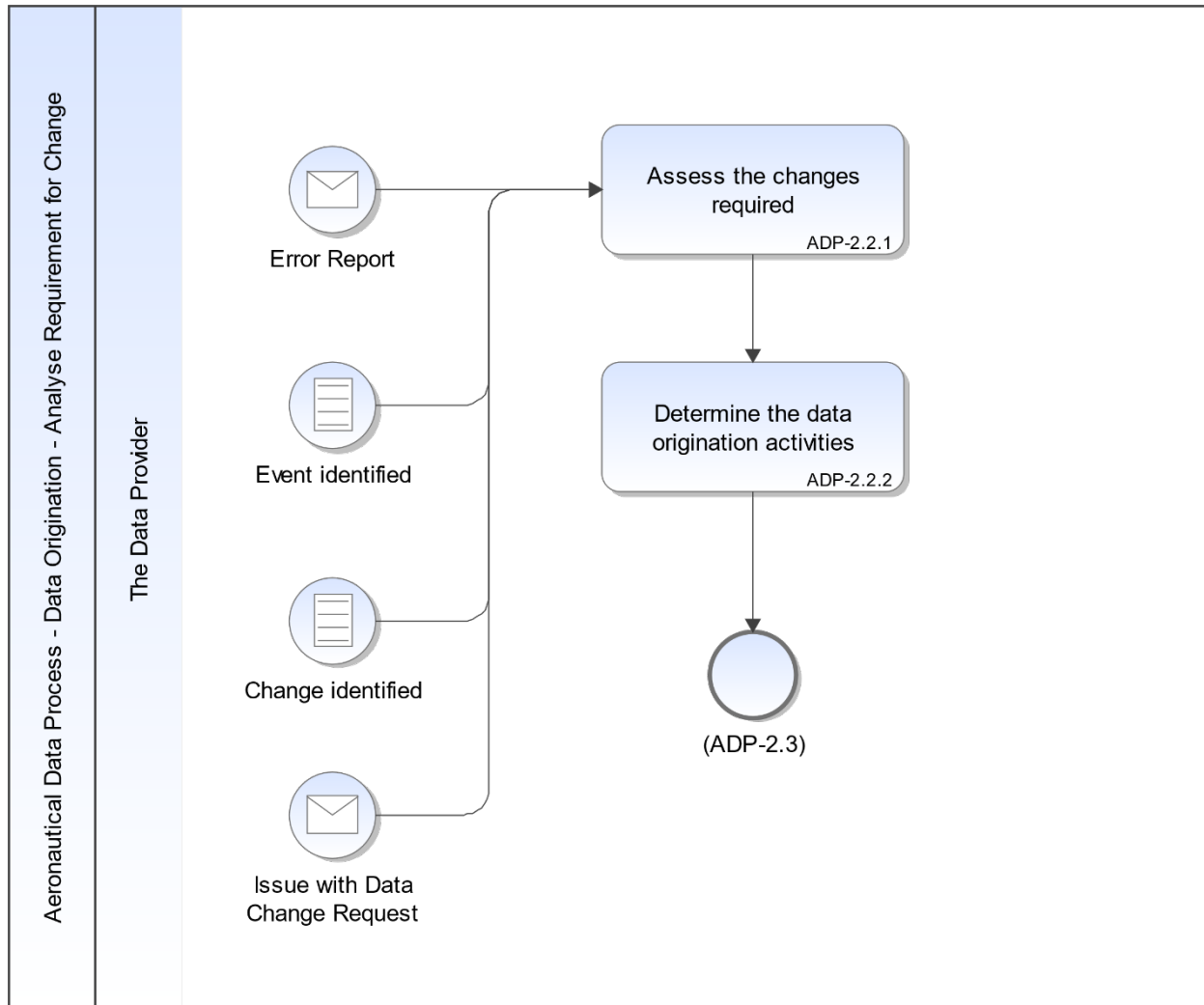
ADP-2.1.3 Determine if a Change is Needed

Title	ADP-2.1.3 Determine if a Change is Needed
Description	<ul style="list-style-type: none"> Determine if the review of the data identified a need for a change to be made.
Role	The Data Provider
Next Step	If no change is identified, end of process. If a change is identified, ADP-2.1.4 Record Details of the Change Required .

ADP-2.1.4 Record Details of the Change Required

Title	ADP-2.1.4 Record Details of the Change Required
Description	<ul style="list-style-type: none"> Record details of the change required, including the reason a change is required.
Role	The Data Provider
Next Step	ADP-2.2 Analyse Requirement for Change

ADP-2.2 Analyse Requirement for Change



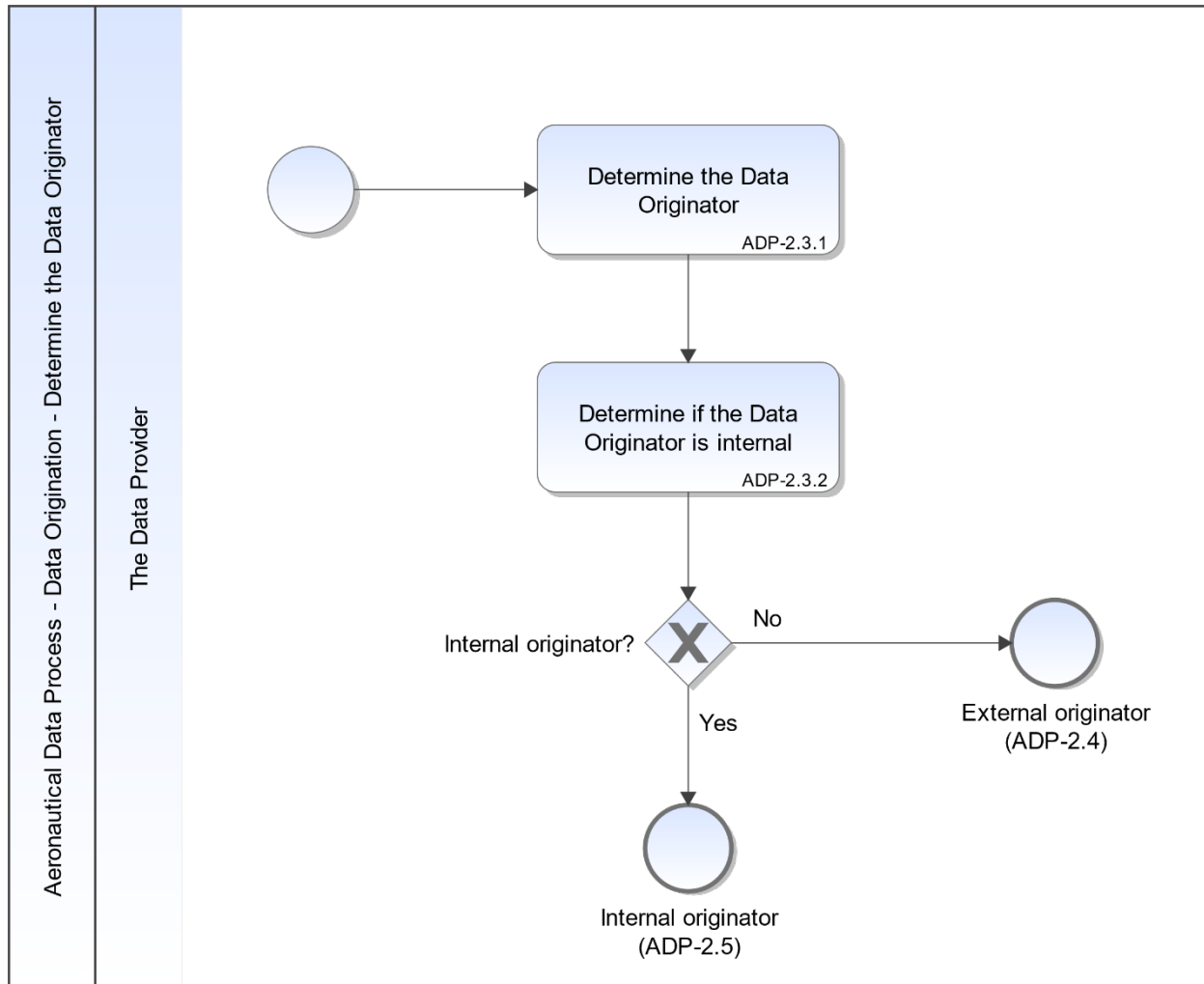
ADP-2.2.1 Assess the Changes Required

Title	ADP-2.2.1 Assess the Changes Required
Description	<ul style="list-style-type: none"> Assess the changes required.
Notes	<ul style="list-style-type: none"> The changes may have been identified as a result of: <ul style="list-style-type: none"> A report of an error (identified and managed in accordance with supporting process ADP-6 Error Management (Supporting Process)); The identification of an event, for example, a long-term planning project resulting in data changes; A change to data; An issue with a Data Change Request; A periodic review of data; A change to regulation; A periodic review of regulation.
Role	The Data Provider
Next Step	ADP-2.2.2 Determine the Data Origination Activities

ADP-2.2.2 Determine the Data Origination Activities

Title	ADP-2.2.2 Determine the Data Origination Activities
Description	<ul style="list-style-type: none">• Determine the activities that need to be undertaken for the data to be originated.
Notes	<ul style="list-style-type: none">• The activities may include obtaining data set(s) prior to origination.• The potential operational impact of the data may also be considered. For example, runway survey may require the runway to be taken out of use for the time taken to conduct the survey.
Role	The Data Provider
Next Step	<i>ADP-2.3 Determine the Data Originator</i>

ADP-2.3 Determine the Data Originator



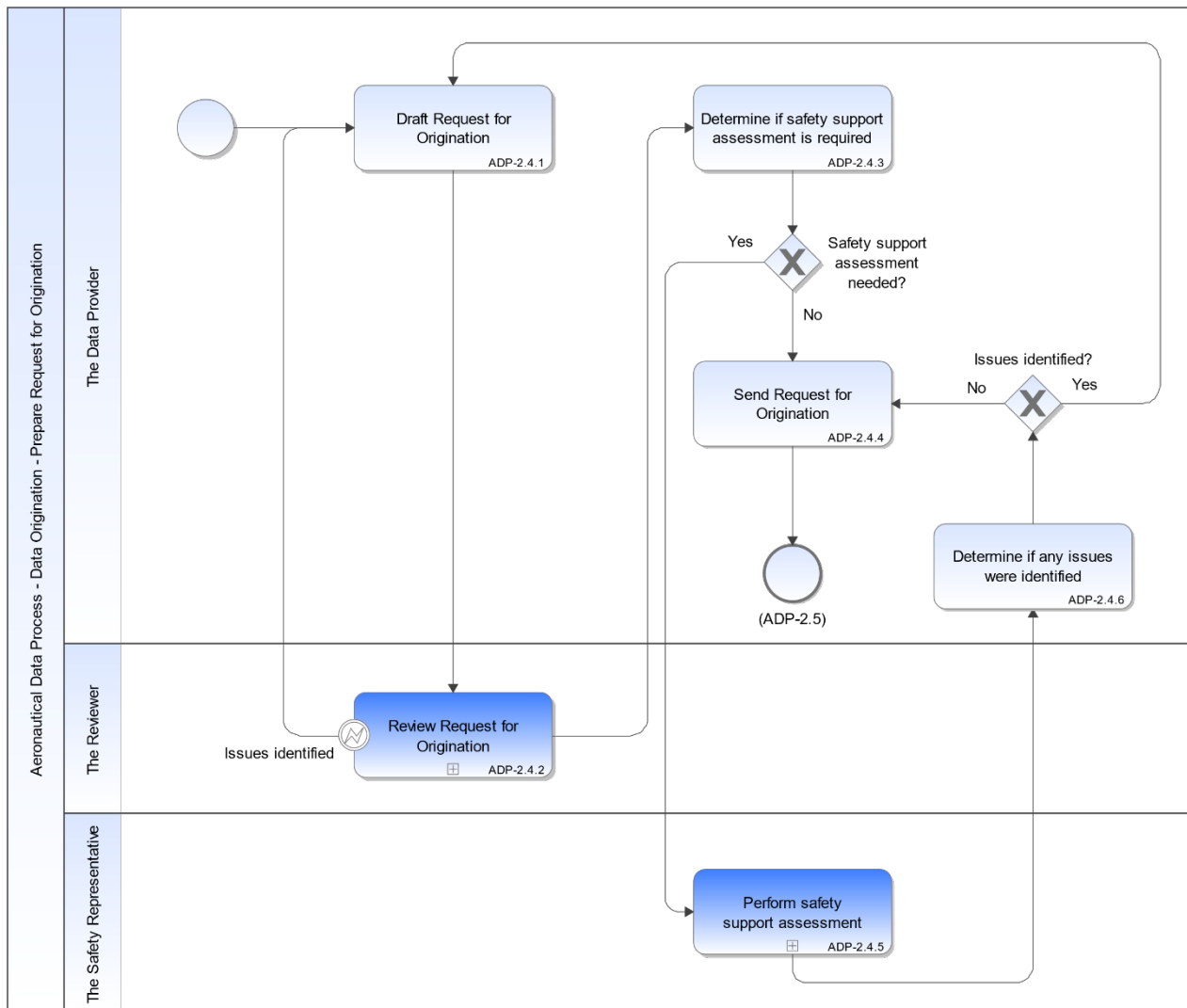
ADP-2.3.1 Determine the Data Originator

Title	ADP-2.3.1 Determine the Data Originator
Description	<ul style="list-style-type: none"> Determine the Data Originator for the data item(s) requiring change by referring to any State Data Provision Index / Aeronautical Data Catalogue and/or formal arrangements.
Role	The Data Provider
Next Step	ADP-2.3.2 Determine if the Data Originator is Internal

ADP-2.3.2 Determine if the Data Originator is Internal

Title	ADP-2.3.2 Determine if the Data Originator is Internal
Description	<ul style="list-style-type: none"> Determine if the identified Data Originator for the data item(s) requiring change is internal to the Data Provider's organisation or whether it is an external Data Originator.
Notes	<ul style="list-style-type: none"> The manner in which the data origination activity is requested from an external party may vary from an internal data origination activity request.
Role	The Data Provider
Next Step	If the Data Originator is an external party, ADP-2.4 Prepare Request for Origination . If the Data Originator is an internal party, ADP-2.5 Originate Data .

ADP-2.4 Prepare Request for Origination



ADP-2.4.1 Draft Request for Origination

Title	ADP-2.4.1 Draft Request for Origination
Description	<ul style="list-style-type: none"> • Draft the Request for Origination ensuring that it: <ul style="list-style-type: none"> ○ is clear; ○ accurately reflects the data in need of origination identified by the change trigger, including the referenced data (baseline and/or temporary) applicable for the origination of the new or modified data; ○ refers to any formal arrangements in place; ○ refers to the data quality requirements; ○ refers to any relevant data origination standards; ○ describes the means of provision, including the format the data should be provided in; ○ addresses any comments that may have been raised during review of the Request for Origination.
Notes	<ul style="list-style-type: none"> • Comments may have been raised in any previous reviews of the Request for Origination and need to be addressed in order to meet the above criteria.
Role	The Data Provider
Next Step	ADP-2.4.2 Review Request for Origination

ADP-2.4.2 Review Request for Origination

Title	ADP-2.4.2 Review Request for Origination
Description	<ul style="list-style-type: none"> • Review the Request for Origination ensuring that it is: <ul style="list-style-type: none"> ○ clear; ○ accurately reflects the data in need of origination identified by the change trigger, including the referenced data (baseline and/or temporary) applicable for the origination of the new or modified data; ○ refers to any formal arrangements in place; ○ refers to the data quality requirements; ○ refers to any relevant data origination standards; ○ describes the means of provision, including the format the data should be provided in; ○ addresses any comments that may have been raised during review of the Request for Origination. • Record any issues identified.
Role	The Reviewer
Next Step	<p>If issues are identified with the Request for Origination, ADP-2.4.1 Draft Request for Origination.</p> <p>If no issues are identified with the Request for Origination, ADP-2.4.3 Determine if Safety Support Assessment is Required.</p>

ADP-2.4.3 Determine if Safety Support Assessment is Required

Title	ADP-2.4.3 Determine if Safety Support Assessment is Required
Description	<ul style="list-style-type: none"> Determine if the Request for Origination requires the conduct of a safety support assessment.
Notes	<ul style="list-style-type: none"> A means of identifying data items or types of changes in need of safety support assessment should be put in place to reduce the risk of neglecting to perform a safety support assessment. Tools may be used to support the identification of data items in need of safety support assessment.
Role	The Data Provider
Next Step	If a safety support assessment is required, ADP-2.4.5 Perform Safety Support Assessment . If a safety support assessment is not required, ADP-2.4.4 Send Request for Origination .

ADP-2.4.4 Send Request for Origination

Title	ADP-2.4.4 Send Request for Origination
Description	<ul style="list-style-type: none"> Send the Request for Origination to the Data Originator in accordance with any formal arrangements in place.
Notes	<ul style="list-style-type: none"> The date / time the request was sent should be recorded.
Role	The Data Provider
Next Step	ADP-2.5 Originate Data

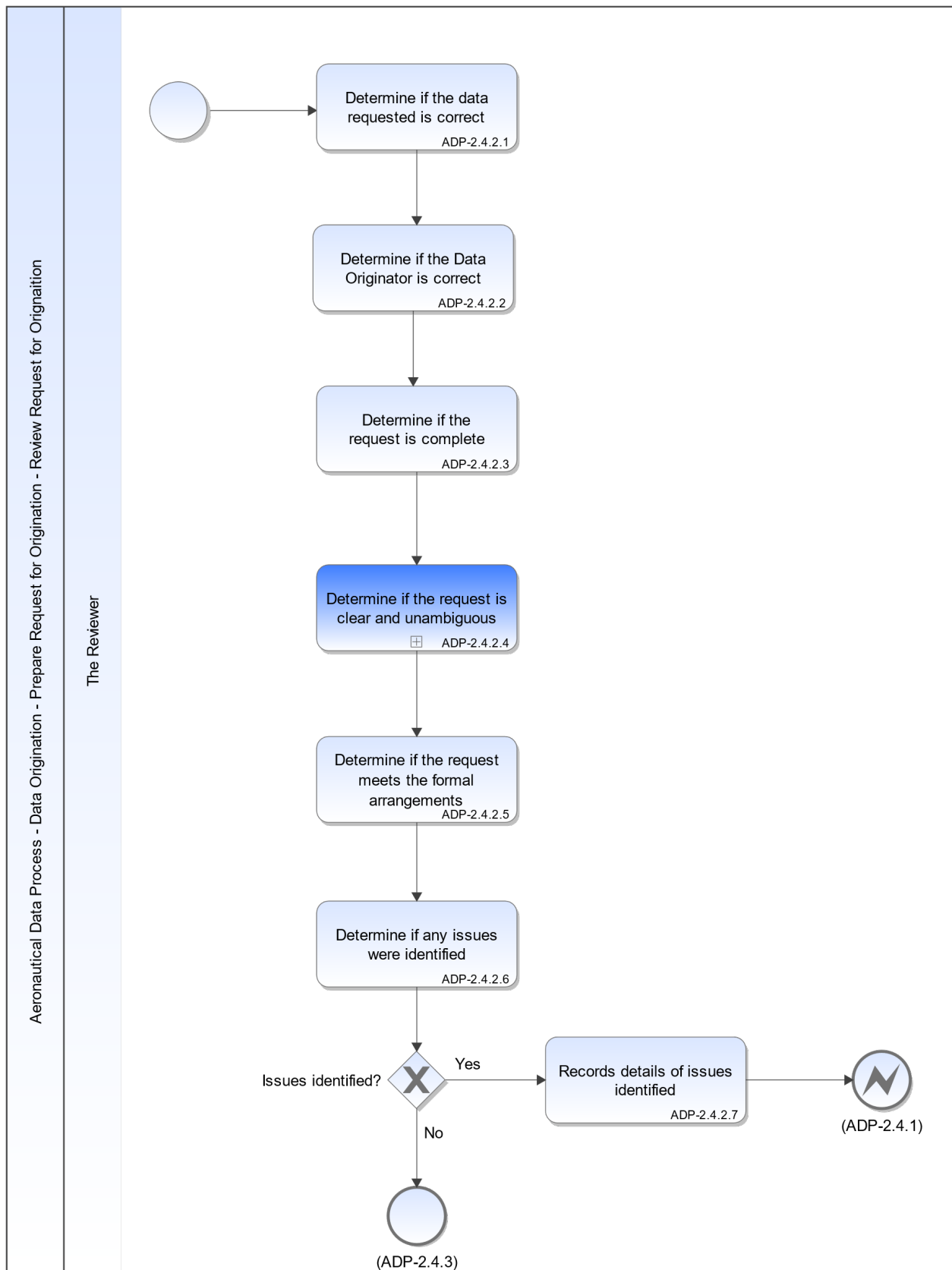
ADP-2.4.5 Perform Safety Support Assessment

Title	ADP-2.4.5 Perform Safety Support Assessment
Description	<ul style="list-style-type: none"> Arrange for a safety support assessment to be performed, involving all required parties. Record the findings of the safety support assessment.
Role	The Safety Representative
Next Step	ADP-2.4.6 Determine if Any Issues Were Identified

ADP-2.4.6 Determine if Any Issues Were Identified

Title	ADP-2.4.6 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none"> Determine if issues were identified when performing the safety support assessment.
Role	The Data Provider
Next Step	If issues were identified, ADP-2.4.1 Draft Request for Origination . If no issues were identified, ADP-2.4.4 Send Request for Origination .

ADP-2.4.2 Review Request for Origination



ADP-2.4.2.1 Determine if the Data Requested is Correct

Title	ADP-2.4.2.1 Determine if the Data Requested is Correct
Description	<ul style="list-style-type: none"> Determine if the scope of the data included in the Request for Origination is correct.
Role	The Reviewer
Next Step	ADP-2.4.2.2 Determine if the Data Originator is Correct

ADP-2.4.2.2 Determine if the Data Originator is Correct

Title	ADP-2.4.2.2 Determine if the Data Originator is Correct
Description	<ul style="list-style-type: none"> Determine if the Data Originator to which the Request for Origination is to be sent is correct.
Notes	<ul style="list-style-type: none"> Reference shall be made to any State Data Provision Index / Data Catalogue / formal arrangements.
Role	The Reviewer
Next Step	ADP-2.4.2.3 Determine if the Request is Complete

ADP-2.4.2.3 Determine if the Request is Complete

Title	ADP-2.4.2.3 Determine if the Request is Complete
Description	<ul style="list-style-type: none"> Assess the Request for Origination to determine if all the required information is included in the Request for Origination.
Role	The Reviewer
Next Step	ADP-2.4.2.4 Determine if the Request is Clear and Unambiguous

ADP-2.4.2.4 Determine if the Request is Clear and Unambiguous

Title	ADP-2.4.2.4 Determine if the Request is Clear and Unambiguous
Description	<ul style="list-style-type: none"> Assess the Request for Origination to determine if the information contained in it is: <ul style="list-style-type: none"> clear; and unambiguous.
Role	The Reviewer
Next Step	ADP-2.4.2.5 Determine if the Request Meets the Formal Arrangements

ADP-2.4.2.5 Determine if the Request Meets the Formal Arrangements

Title	ADP-2.4.2.5 Determine if the Request Meets the Formal Arrangements
Description	<ul style="list-style-type: none"> Assess the Request for Origination to determine if it is in accordance with the formal arrangements.
Role	The Reviewer
Next Step	ADP-2.4.2.6 Determine if Any Issues Were Identified

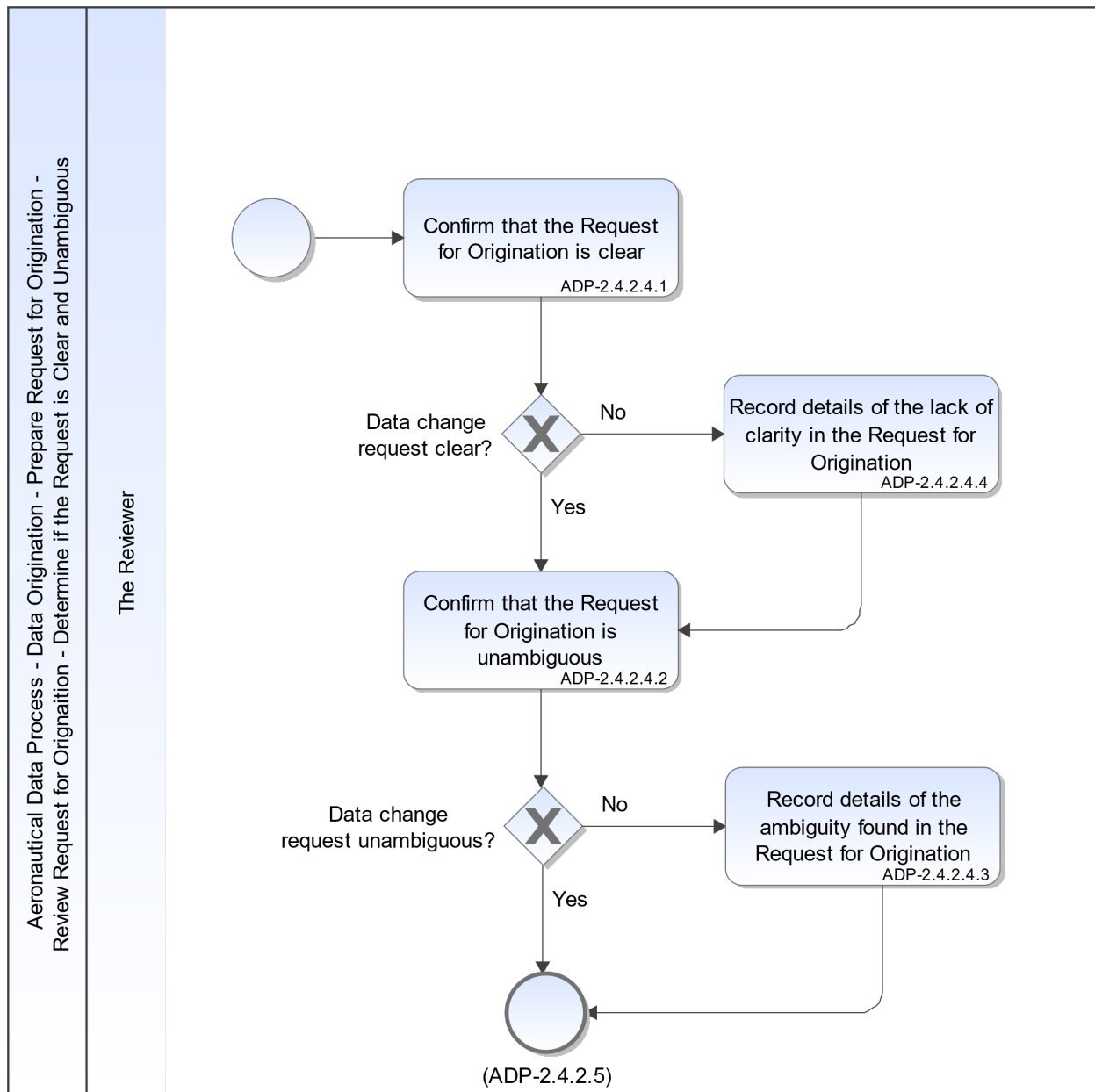
ADP-2.4.2.6 Determine if Any Issues Were Identified

Title	ADP-2.4.2.6 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none">Determine if any issues were identified during the review of the Request for Origination.
Role	The Reviewer
Next Step	If no issues were identified, ADP-2.4.3 Determine if Safety Support Assessment is Required . If issues were identified, ADP-2.4.2.7 Record Details of Issues Identified .

ADP-2.4.2.7 Record Details of Issues Identified

Title	ADP-2.4.2.7 Record Details of Issues Identified
Description	<ul style="list-style-type: none">Record details of the issues identified during the review of the Request for Origination.
Role	The Reviewer
Next Step	ADP-2.4.1 Draft Request for Origination

ADP-2.4.2.4 Determine if the Request is Clear and Unambiguous



ADP-2.4.2.4.1 Confirm that the Request for Origination is Clear

Title	ADP-2.4.2.4.1 Confirm that the Request for Origination is Clear
Description	<ul style="list-style-type: none"> Assess the Request for Origination to ensure that it is clear.
Role	The Reviewer
Next Step	<p>If the Request for Origination is unclear, ADP-2.4.2.4.4 Record Details of the Lack of Clarity in the Request for Origination.</p> <p>If the Request for Origination is clear, ADP-2.4.2.4.2 Confirm that the Request for Origination is Unambiguous.</p>

ADP-2.4.2.4.2 Confirm that the Request for Origination is Unambiguous

Title	ADP-2.4.2.4.2 Confirm that the Request for Origination is Unambiguous
Description	<ul style="list-style-type: none"> Assess the Request for Origination to ensure that it is unambiguous.
Role	The Reviewer
Next Step	<p>If the Request for Origination is ambiguous, ADP-2.4.2.4.3 Record Details of the Ambiguity Found in the Request for Origination.</p> <p>If the Request for Origination is unambiguous, ADP-2.4.2.5 Determine if the Request Meets the Formal Arrangements.</p>

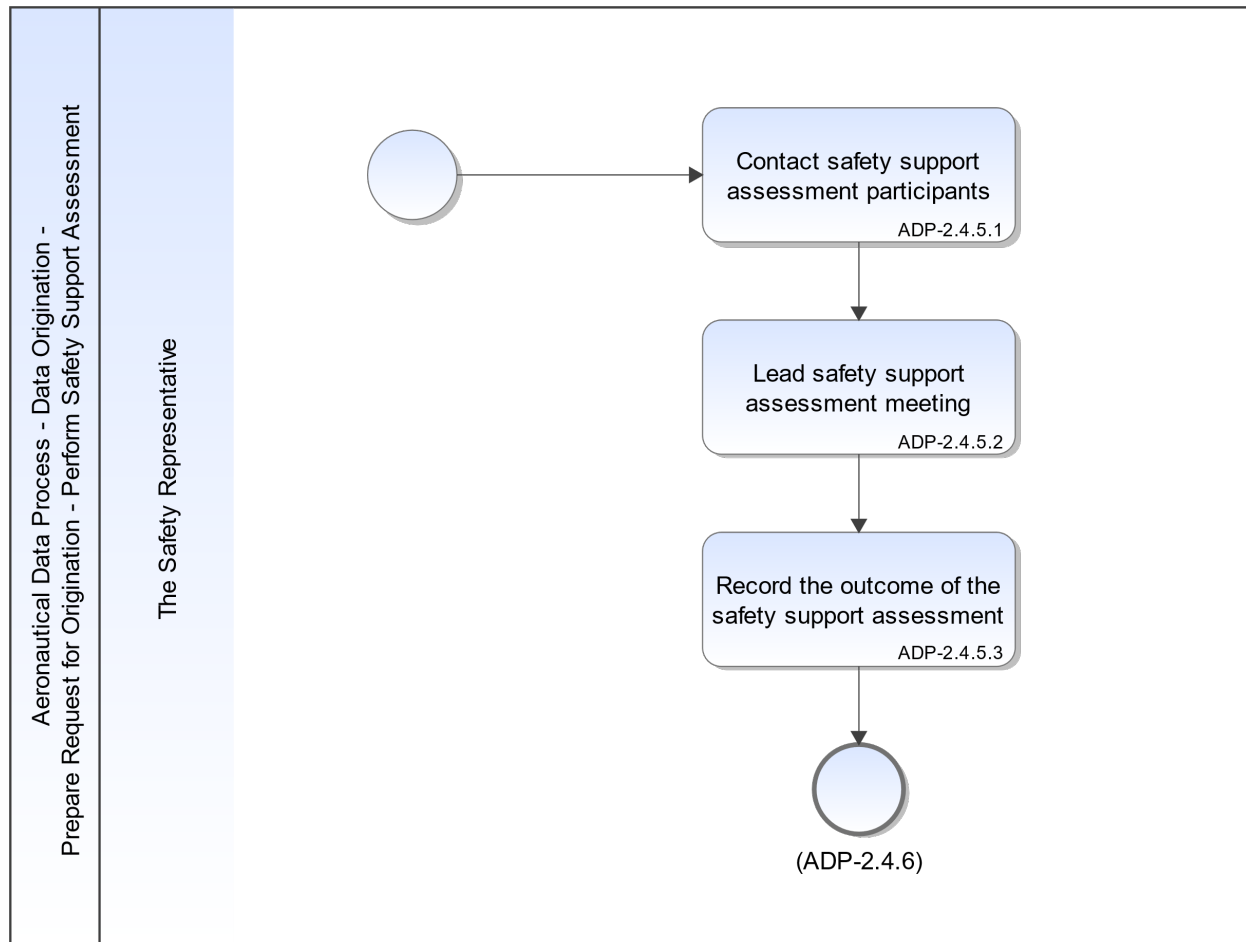
ADP-2.4.2.4.3 Record Details of the Ambiguity Found in the Request for Origination

Title	ADP-2.4.2.4.3 Record Details of the Ambiguity Found in the Request for Origination
Description	<ul style="list-style-type: none"> Record the ambiguities identified in the Request for Origination.
Role	The Reviewer
Next Step	ADP-2.4.2.5 Determine if the Request Meets the Formal Arrangements

ADP-2.4.2.4.4 Record Details of the Lack of Clarity in the Request for Origination

Title	ADP-2.4.2.4.4 Record Details of the Lack of Clarity in the Request for Origination
Description	<ul style="list-style-type: none"> Record details of the lack of clarity identified in the Request for Origination.
Role	The Reviewer
Next Step	ADP-2.4.2.4.2 Confirm that the Request for Origination is Unambiguous

ADP-2.4.5 Perform Safety Support Assessment



ADP-2.4.5.1 Contact Safety Support Assessment Participants

Title	ADP-2.4.5.1 Contact Safety Support Assessment Participants
Description	<ul style="list-style-type: none"> Contact those parties/representatives that should attend the safety support assessment to arrange the safety support assessment meeting, providing them with all the necessary input material required for the safety support assessment.
Role	The Safety Representative
Next Step	ADP-2.4.5.2 Lead Safety Support Assessment Meeting

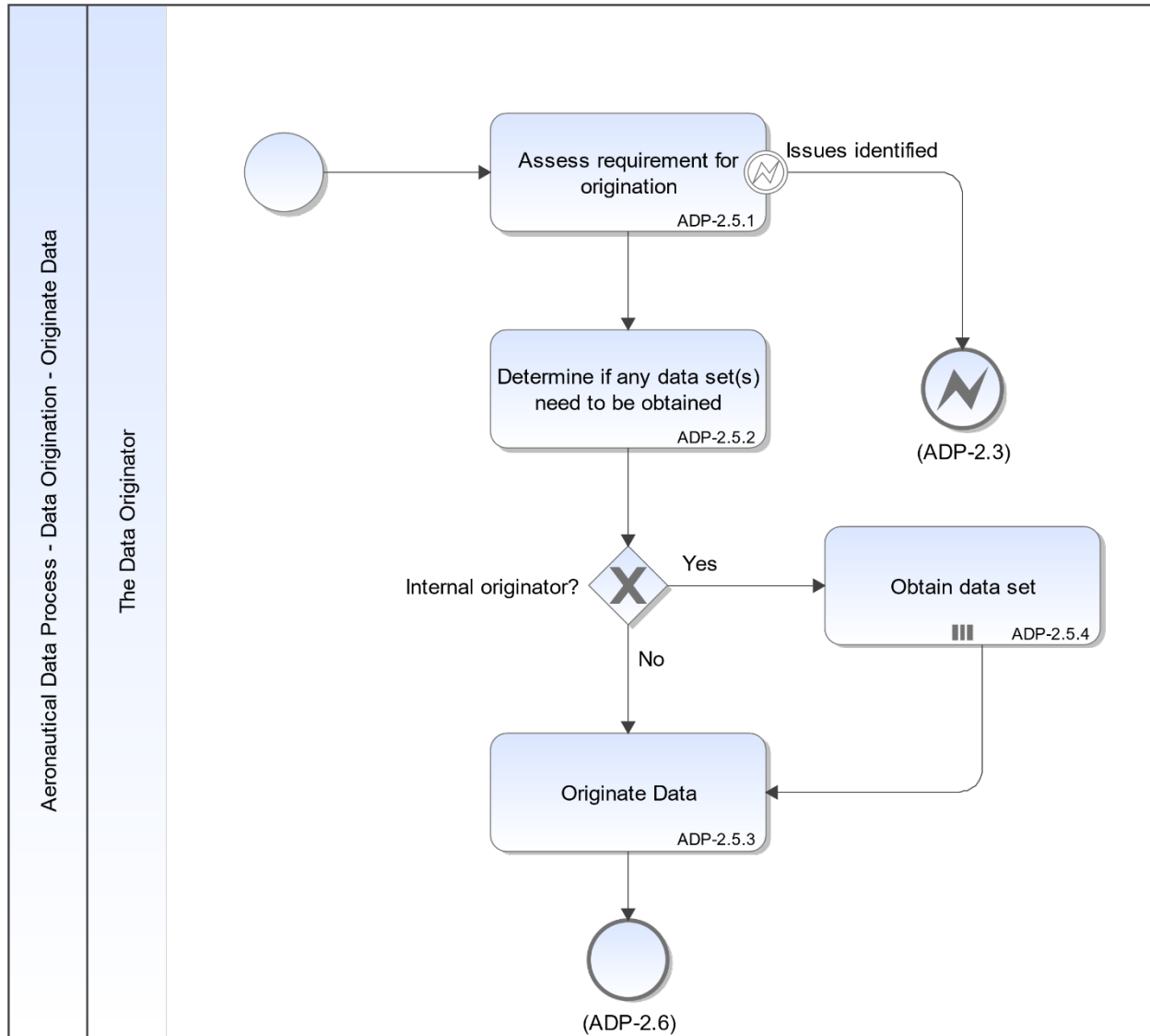
ADP-2.4.5.2 Lead Safety Support Assessment Meeting

Title	ADP-2.4.5.2 Lead Safety Support Assessment Meeting
Description	<ul style="list-style-type: none"> Lead the safety support assessment meeting and record the findings during the meeting.
Notes	<ul style="list-style-type: none"> Depending on the nature of the change, more than one safety support assessment meeting may be required.
Role	The Safety Representative
Next Step	ADP-2.4.5.3 Record the Outcome of the Safety Support Assessment

ADP-2.4.5.3 Record the Outcome of the Safety Support Assessment

Title	ADP-2.4.5.3 Record the Outcome of the Safety Support Assessment
Description	<ul style="list-style-type: none">• Document the final outcome of the safety support assessment.
Role	The Safety Representative
Next Step	<i>ADP-2.4.6 Determine if Any Issues Were Identified</i>

ADP-2.5 Originate Data



ADP-2.5.1 Assess Requirement for Origination

Title	ADP-2.5.1 Assess Requirement for Origination
Description	<ul style="list-style-type: none"> Assess the requirement for origination to determine if there are any issues.
Notes	<ul style="list-style-type: none"> Issues may include: <ul style="list-style-type: none"> The feasibility of the requirement; An issue with the information provided in any Request for Origination; The Data Originator not being authorised for the scope of the data.
Role	The Data Originator
Next Step	<p>If issues are identified with the requirement for origination, ADP-2.3 Determine the Data Originator.</p> <p>If no issues are identified with the requirement for origination, ADP-2.5.2 Determine if Any Data Set(s) Need to be Obtained.</p>

ADP-2.5.2 Determine if Any Data Set(s) Need to be Obtained

Title	ADP-2.5.2 Determine if Any Data Set(s) Need to be Obtained
Description	<ul style="list-style-type: none"> Determine if any data set(s) need to be obtained.
Notes	<ul style="list-style-type: none"> Data set(s) may be required and obtained by the AIS Provider, the State provider of terrain data, or from another State authority. Only data set(s) from official sources should be acquired. The exchange of data set(s) should be covered in the formal arrangements in place, including those with other States. Reference should be made to EUROCONTROL-GUID-0158 (EUROCONTROL Terrain and Obstacle Data Manual) [16] for guidance on the exchange of terrain and obstacle data with other States.
Role	The Data Originator
Next Step	<p>If data set(s) are not needed, ADP-2.5.3 Originate Data.</p> <p>If data set(s) are needed, ADP-2.5.4 Obtain Data Set.</p>

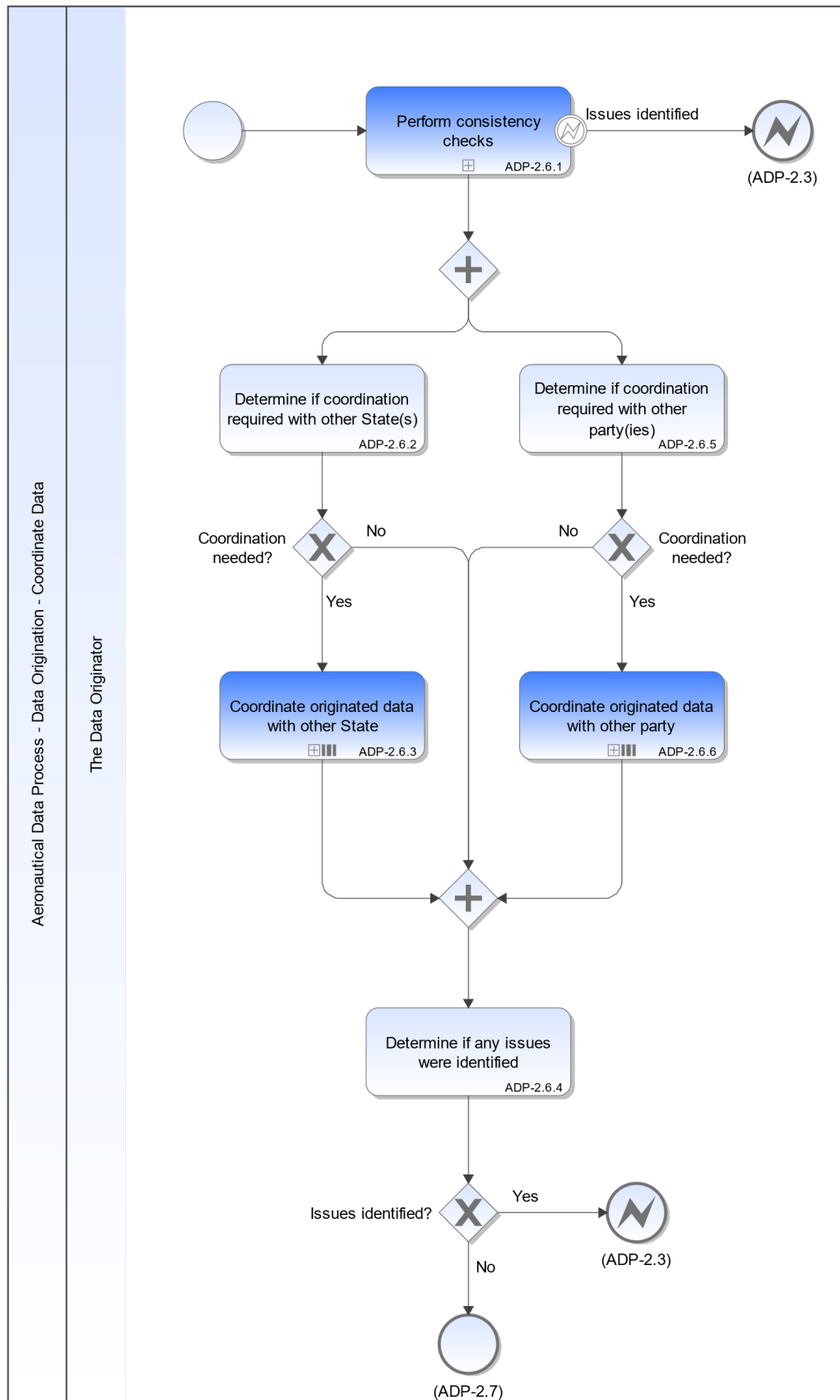
ADP-2.5.3 Originate Data

Title	ADP-2.5.3 Originate Data
Description	<ul style="list-style-type: none"> Originate data in accordance with: <ul style="list-style-type: none"> Any formal arrangements in place; Any Request for Origination; The data quality requirements; Any applicable origination standards. Any referenced data (baseline and/or temporary) applicable for the origination of the new or modified data, shall be considered during the data origination activity. If the originated data has previously failed validation and verification, ensure that the issues identified are addressed when originating the data.
Notes	<ul style="list-style-type: none"> Guidance on data origination may be found in EUROCONTROL-SPEC-154 (EUROCONTROL Specification for the Origination of Aeronautical Data) [15] or ICAO Doc 9674 [5].
Role	The Data Originator
Next Step	ADP-2.6 Coordinate Data

ADP-2.5.4 Obtain Data Set

Title	ADP-2.5.4 Obtain Data Set
Description	<ul style="list-style-type: none">Obtain the data set(s) required to support data origination in accordance with any formal arrangements in place.
Notes	<ul style="list-style-type: none">Data set(s) may be required and obtained by the AIS Provider, the State provider of terrain data, or from another State authority.Only data set(s) from official sources should be acquired.The exchange of data set(s) should be covered in the formal arrangements in place, including those with other States.Reference should be made to EUROCONTROL-GUID-0158 (EUROCONTROL Terrain and Obstacle Data Manual) [16] for guidance on the exchange of terrain and obstacle data with other States.
Role	The Data Originator
Multiplicity	Multiple
Next Step	ADP-2.5.3 Originate Data

ADP-2.6 Coordinate Data



ADP-2.6.1 Perform Consistency Checks

Title	ADP-2.6.1 Perform Consistency Checks
Description	<ul style="list-style-type: none"> Perform consistency checks of the originated data with other relevant data / data set(s). Record any issues identified.
Role	The Data Originator
Next Step	<p>If consistency issues are identified, ADP-2.3 Determine the Data Originator.</p> <p>If no consistency issues are identified, in parallel:</p> <ul style="list-style-type: none"> ADP-2.6.2 Determine if Coordination Required with Other State(s). ADP-2.6.5 Determine if Coordination Required with other Party(ies).

ADP-2.6.2 Determine if Coordination Required with Other State(s)

Title	ADP-2.6.2 Determine if Coordination Required with Other State(s)
Description	<ul style="list-style-type: none"> Determine if the originated data needs to be coordinated with other State(s).
Notes	<ul style="list-style-type: none"> Coordination may include: <ul style="list-style-type: none"> Consistency checks with data set(s) of other State(s); Agreement on the data items to be exchanged; Agreement on the effective date to be applied to the data. Required coordination activities may be defined in formal arrangements with other States.
Role	The Data Originator
Next Step	<p>If coordination with other State(s) is required, ADP-2.6.3 Coordinate Originated Data with Other State.</p> <p>If coordination with other State(s) is not required, ADP-2.6.4 Determine if Any Issues Were Identified.</p>

ADP-2.6.3 Coordinate Originated Data with Other State

Title	ADP-2.6.3 Coordinate Originated Data with Other State
Description	<ul style="list-style-type: none"> Coordinate the data with another State.
Notes	<ul style="list-style-type: none"> Coordination may include: <ul style="list-style-type: none"> Consistency checks with data set(s) of other State(s); Agreement on the data items to be exchanged; Agreement on the effective date to be applied to the data.
Role	The Data Originator
Multiplicity	Multiple
Next Step	ADP-2.6.4 Determine if Any Issues Were Identified

ADP-2.6.4 Determine if Any Issues Were Identified

Title	ADP-2.6.4 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none"> Determine if any issues were identified during the coordination of data with other State(s) or party(ies).
Notes	<ul style="list-style-type: none"> Coordination may include: <ul style="list-style-type: none"> Consistency checks with data set(s) of other party(ies); Agreement on the data items to be exchanged; Agreement on the effective date to be applied to the data.
Role	The Data Originator
Next Step	<p>If issues were identified, ADP-2.3 Determine the Data Originator.</p> <p>If no issues were identified, ADP-2.7 Validate and Verify Data.</p>

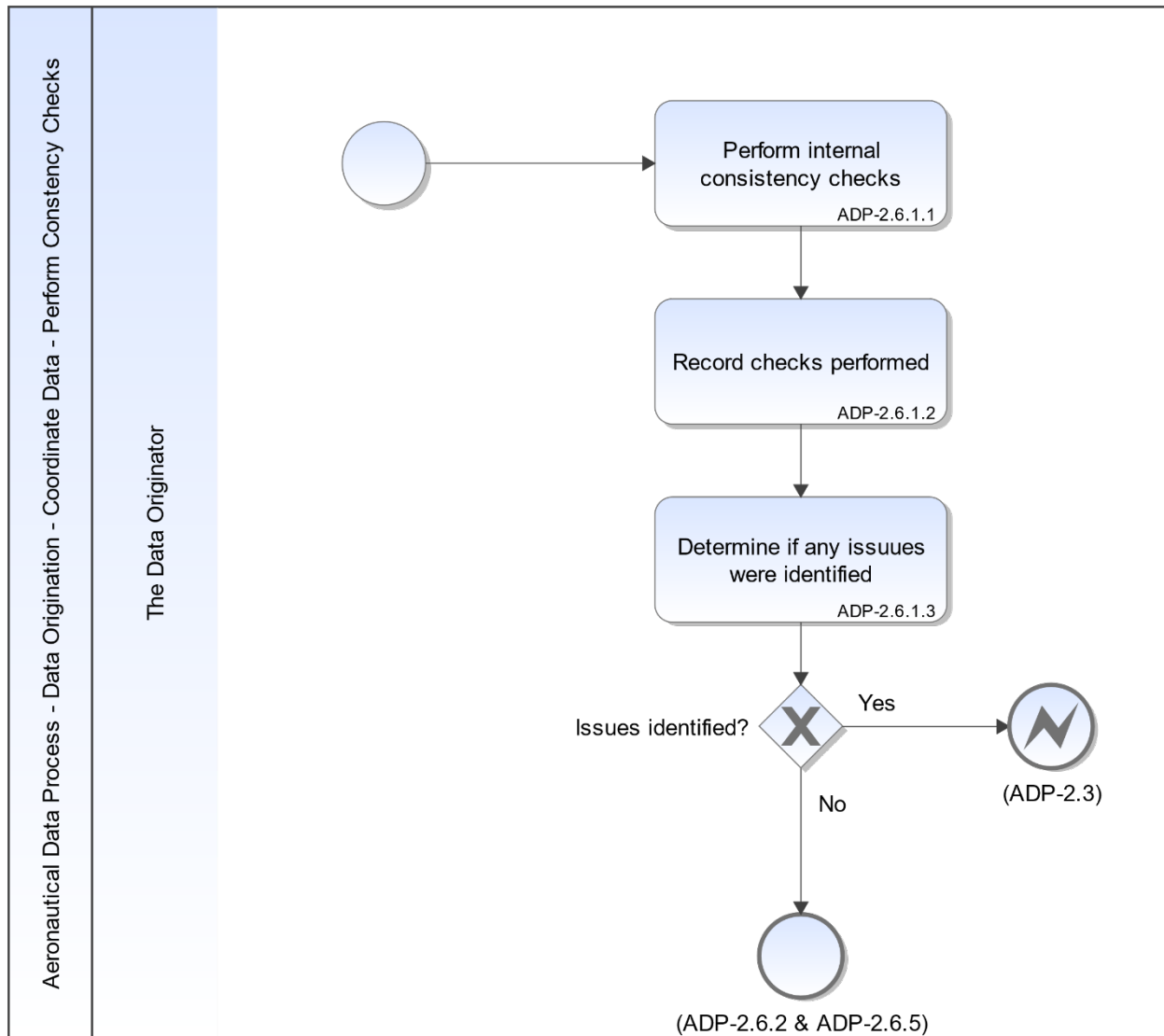
ADP-2.6.5 Determine if Coordination Required with Other Party(ies)

Title	ADP-2.6.5 Determine if Coordination Required with other Party(ies)
Description	<ul style="list-style-type: none"> Determine if the originated data needs to be coordinated with other party(ies).
Notes	<ul style="list-style-type: none"> Coordination may include: <ul style="list-style-type: none"> Consistency checks with data set(s) of other party(ies); Agreement on the data items to be exchanged; Agreement on the effective date to be applied to the data, in particular agreement with and confirmation by the AIS Provider.
Role	The Data Originator
Next Step	<p>If coordination with other party(ies) is required, ADP-2.6.6 Coordinate Originated Data with Other Party.</p> <p>If coordination with other party(ies) is not required, ADP-2.6.4 Determine if Any Issues Were Identified.</p>

ADP-2.6.6 Coordinate Originated Data with Other Party

Title	ADP-2.6.6 Coordinate Originated Data with Other Party
Description	<ul style="list-style-type: none"> Coordinate the data with the other party.
Notes	<ul style="list-style-type: none"> In the first instance, the effective date should be coordinated with the AIS Provider. Coordination may include: <ul style="list-style-type: none"> Consistency checks with data set(s) of other State(s); Agreement on the data items to be exchanged; Agreement on the effective date to be applied to the data.
Role	The Data Originator
Multiplicity	Multiple
Next Step	ADP-2.6.4 Determine if Any Issues Were Identified

ADP-2.6.1 Perform Consistency Checks



ADP-2.6.1.1 Perform Internal Consistency Checks

Title	ADP-2.6.1.1 Perform Internal Consistency Checks
Description	<ul style="list-style-type: none"> Perform consistency checks of the originated data with other internal relevant data / data set(s).
Notes	<ul style="list-style-type: none"> Tools may be used to support consistency checking.
Role	The Data Originator
Next Step	ADP-2.6.1.2 Record Checks Performed

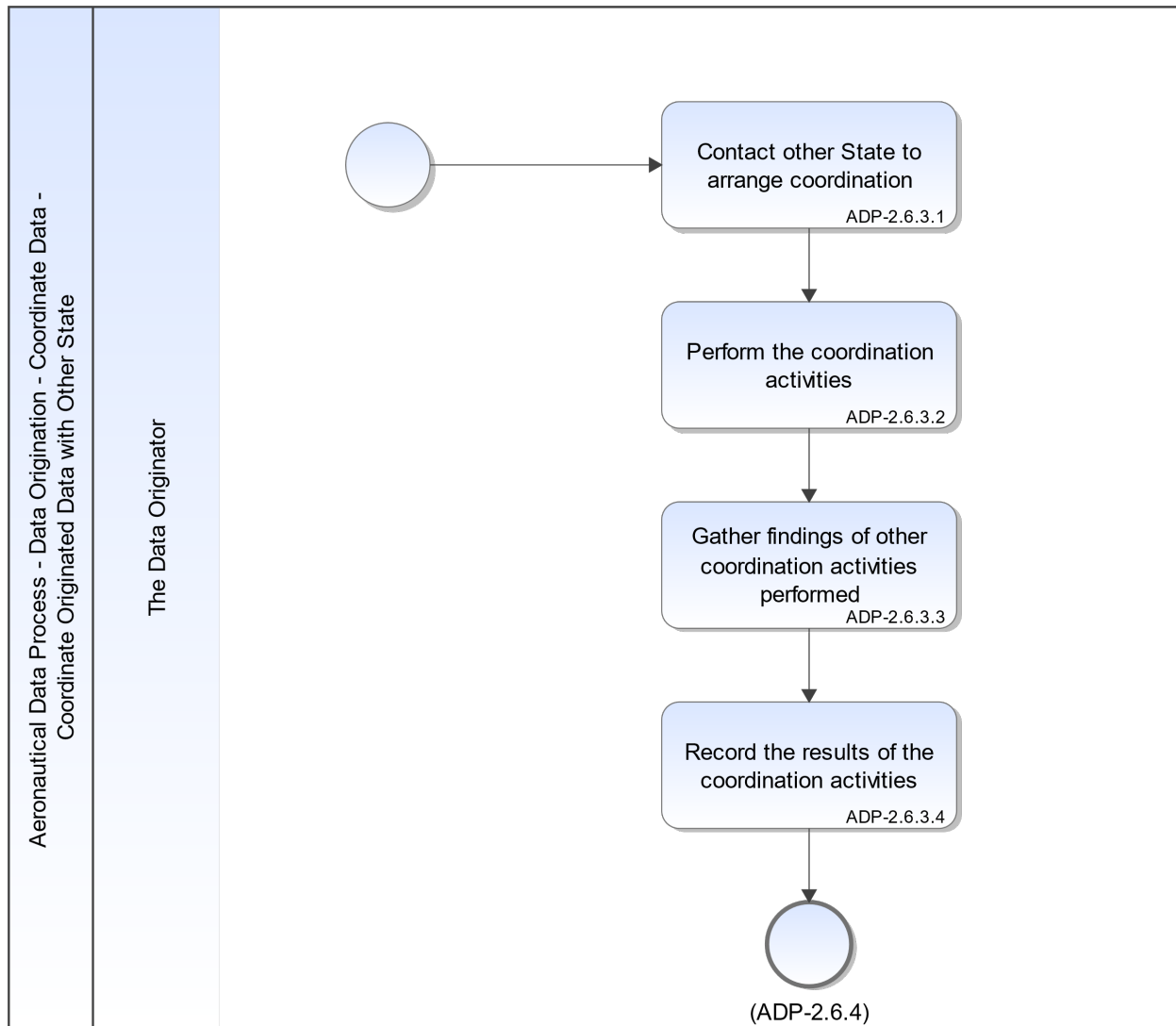
ADP-2.6.1.2 Record Checks Performed

Title	ADP-2.6.1.2 Record Checks Performed
Description	<ul style="list-style-type: none"> Record details of the checks performed.
Role	The Data Originator
Next Step	ADP-2.6.1.3 Determine if Any Issues Were Identified

ADP-2.6.1.3 Determine if Any Issues Were Identified

Title	ADP-2.6.1.3 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none">• Record any issues identified during the consistency checks.
Role	The Data Originator
Next Step	<p>If issues are identified, ADP-2.3 Determine the Data Originator.</p> <p>If no issues are identified, in parallel:</p> <ul style="list-style-type: none">• ADP-2.6.2 Determine if Coordination Required with Other State(s).• ADP-2.6.5 Determine if Coordination Required with other Party(ies).

ADP-2.6.3 Coordinate Originated Data with Other State



ADP-2.6.3.1 Contact Other State to Arrange Coordination

Title	ADP-2.6.3.1 Contact Other State to Arrange Coordination
Description	<ul style="list-style-type: none"> Contact the other State to agree and arrange the coordination that should take place.
Notes	<ul style="list-style-type: none"> The Data Originator may perform some activities and, in other cases, others will be requested to perform activities, either within the Data Originator's organisation, the Data Originator's State or the other State. Coordination activities may include technical coordination of data sets, agreement on the data items to be exchanged or agreement on the effective date to be applied to the data. Required coordination activities may be defined in formal arrangements with other States.
Role	The Data Originator
Next Step	ADP-2.6.3.2 Perform the Coordination Activities

ADP-2.6.3.2 Perform the Coordination Activities

Title	ADP-2.6.3.2 Perform the Coordination Activities
Description	<ul style="list-style-type: none">• Perform the coordination activities for which responsibility is held.
Role	The Data Originator
Next Step	<i>ADP-2.6.3.3 Gather Findings of Other Coordination Activities Performed</i>

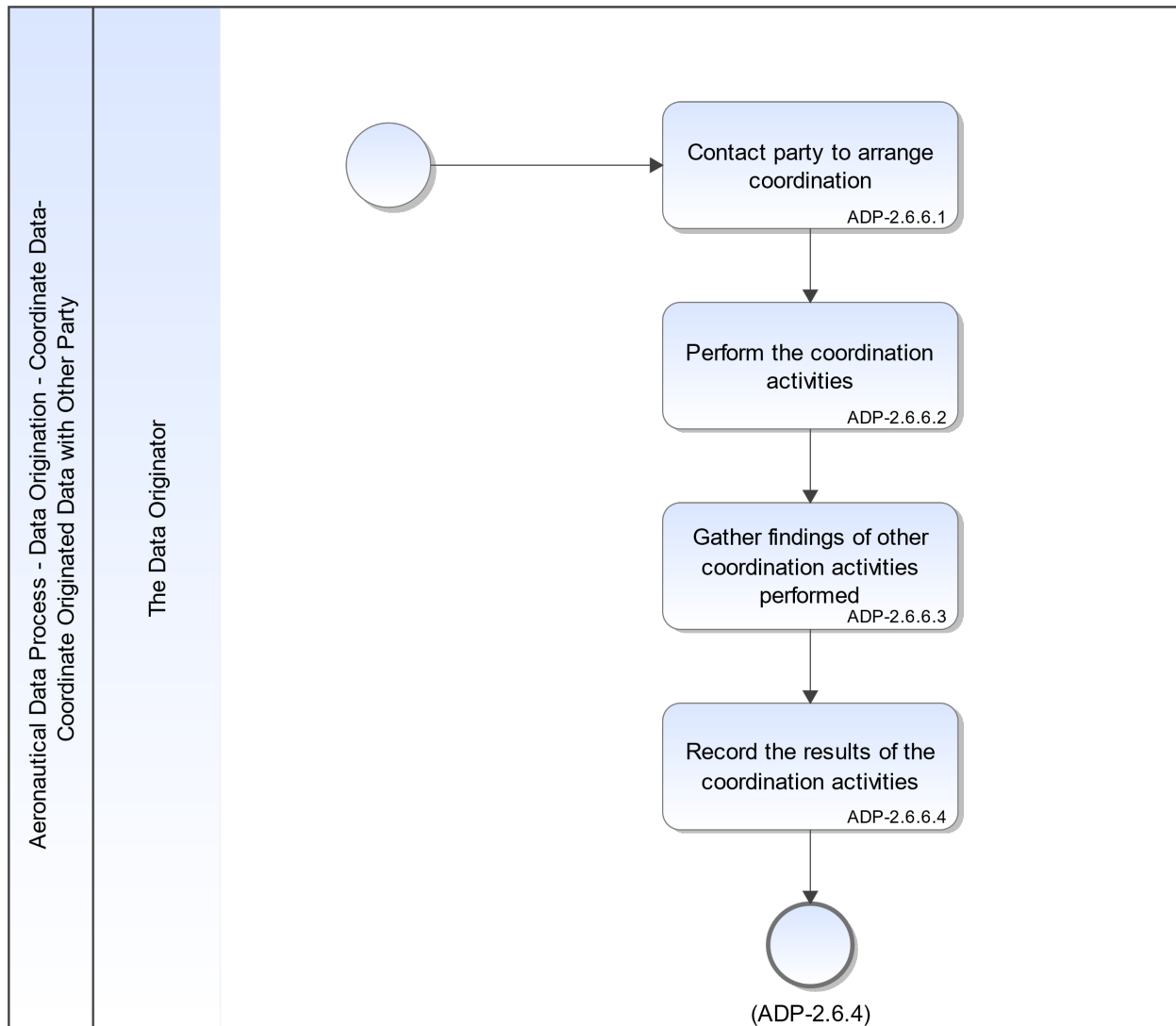
ADP-2.6.3.3 Gather Findings of Other Coordination Activities Performed

Title	ADP-2.6.3.3 Gather Findings of Other Coordination Activities Performed
Description	<ul style="list-style-type: none">• Gather the findings of other coordination activities performed.
Role	The Data Originator
Next Step	<i>ADP-2.6.3.4 Record the Results of the Coordination Activities</i>

ADP-2.6.3.4 Record the Results of the Coordination Activities

Title	ADP-2.6.3.4 Record the Results of the Coordination Activities
Description	<ul style="list-style-type: none">• Record the results of the coordination activities.
Role	The Data Originator
Next Step	<i>ADP-2.6.4 Determine if Any Issues Were Identified</i>

ADP-2.6.6 Coordinate Originated Data with Other Party



ADP-2.6.6.1 Contact Party to Arrange Coordination

Title	ADP-2.6.6.1 Contact Party to Arrange Coordination
Description	<ul style="list-style-type: none"> Contact the other party to agree and arrange the coordination that should take place.
Notes	<ul style="list-style-type: none"> The Data Originator may perform some activities and, in other cases, others will be requested to perform activities, either within the Data Originator's organisation or the other party's organisation. In the first instance, the effective date should be coordinated with the AIS Provider. Coordination activities may include technical coordination of data sets, agreement on the data items to be exchanged or agreement on the effective date to be applied to the data.
Role	The Data Originator
Next Step	ADP-2.6.6.2 Perform the Coordination Activities

ADP-2.6.6.2 Perform the Coordination Activities

Title	ADP-2.6.6.2 Perform the Coordination Activities
Description	<ul style="list-style-type: none">• Perform the coordination activities for which responsibility is held.
Role	The Data Originator
Next Step	<i>ADP-2.6.6.3 Gather Findings of Other Coordination Activities Performed</i>

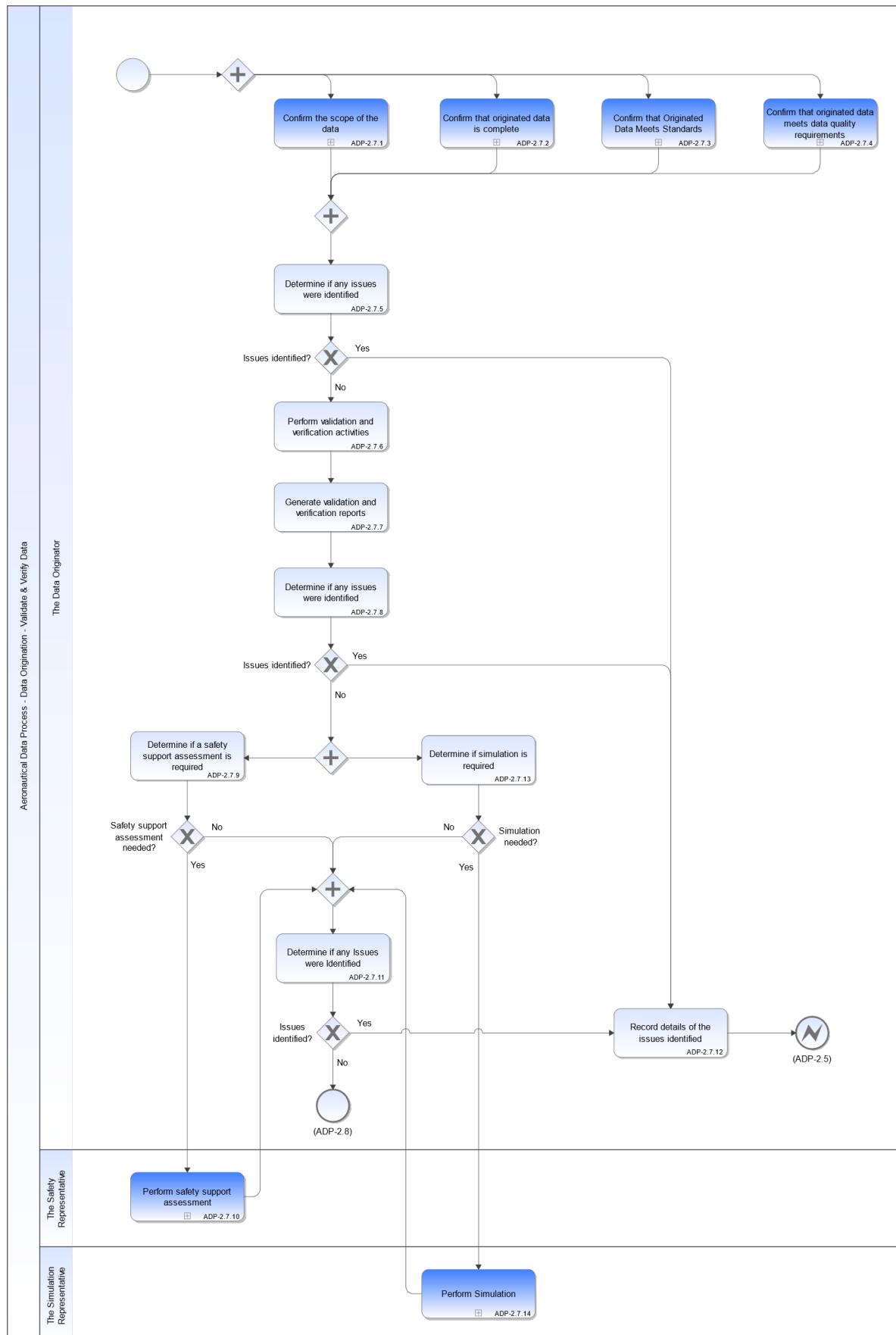
ADP-2.6.6.3 Gather Findings of Other Coordination Activities Performed

Title	ADP-2.6.6.3 Gather Findings of Other Coordination Activities Performed
Description	<ul style="list-style-type: none">• Gather the findings of other coordination activities performed.
Role	The Data Originator
Next Step	<i>ADP-2.6.6.4 Record the Results of the Coordination Activities</i>

ADP-2.6.6.4 Record the Results of the Coordination Activities

Title	ADP-2.6.6.4 Record the Results of the Coordination Activities
Description	<ul style="list-style-type: none">• Record the results of the coordination activities.
Role	The Data Originator
Next Step	<i>ADP-2.6.4 Determine if Any Issues Were Identified</i>

ADP-2.7 Validate and Verify Data



ADP-2.7.1 Confirm the Scope of the Data

Title	ADP-2.7.1 Confirm the Scope of the Data
Description	<ul style="list-style-type: none"> Confirm that the scope of the originated data is in accordance with any request for origination. Record details of any issues identified.
Notes	<ul style="list-style-type: none"> This may be performed in parallel with ADP-2.7.2 Confirm that Originated Data is Complete, ADP-2.7.3 Confirm that Originated Data Meets Standards and ADP-2.7.4 Confirm that Originated Data Meets Data Quality Requirements.
Role	The Data Originator
Next Step	ADP-2.7.5 Determine if Any Issues were Identified

ADP-2.7.2 Confirm that Originated Data is Complete

Title	ADP-2.7.2 Confirm that Originated Data is Complete
Description	<ul style="list-style-type: none"> Assess the originated data to determine if all the required data has been originated. Record details of any issues identified.
Notes	<ul style="list-style-type: none"> This may be performed in parallel with ADP-2.7.1 Confirm the Scope of the Data, ADP-2.7.3 Confirm that Originated Data Meets Standards and ADP-2.7.4 Confirm that Originated Data Meets Data Quality Requirements.
Role	The Data Originator
Next Step	ADP-2.7.5 Determine if Any Issues were Identified

ADP-2.7.3 Confirm that Originated Data Meets Standards

Title	ADP-2.7.3 Confirm that Originated Data Meets Standards
Description	<ul style="list-style-type: none"> Assess the originated data and metadata to determine if the required standards have been applied in originating the data. Record details of any issues identified.
Notes	<ul style="list-style-type: none"> This may be performed in parallel with ADP-2.7.1 Confirm the Scope of the Data, ADP-2.7.2 Confirm that Originated Data is Complete and ADP-2.7.4 Confirm that Originated Data Meets Data Quality Requirements.
Role	The Data Originator
Next Step	ADP-2.7.5 Determine if Any Issues were Identified

ADP-2.7.4 Confirm that Originated Data Meets Data Quality Requirements

Title	ADP-2.7.4 Confirm that Originated Data Meets Data Quality Requirements
Description	<ul style="list-style-type: none"> Assess the originated data and metadata to determine if the required data quality requirements have been met. Record details of any issues identified.
Notes	<ul style="list-style-type: none"> This may be performed in parallel with ADP-2.7.1 Confirm the Scope of the Data, ADP-2.7.2 Confirm that Originated Data is Complete and ADP-2.7.3 Confirm that Originated Data Meets Standards.
Role	The Data Originator
Next Step	ADP-2.7.5 Determine if Any Issues were Identified

ADP-2.7.5 Determine if Any Issues were Identified

Title	ADP-2.7.5 Determine if Any Issues were Identified
Description	<ul style="list-style-type: none"> Determine if issues were identified when checking: <ul style="list-style-type: none"> The scope of the data; The completeness of the originated data; The standards applied; The data quality requirements.
Notes	<ul style="list-style-type: none"> In exceptional circumstances, data that does not meet its data quality requirements may be annotated as such and processing may continue.
Role	The Data Originator
Next Step	<p>If issues were identified, ADP-2.7.12 Record Details of Issues Identified.</p> <p>If issues were not identified, ADP-2.7.6 Perform Validation and Verification Activities.</p>

ADP-2.7.6 Perform Validation and Verification Activities

Title	ADP-2.7.6 Perform Validation and Verification Activities
Description	<ul style="list-style-type: none"> Perform validation and verification activities in accordance with the level of integrity of the originated data. Record details of any issues identified.
Notes	<ul style="list-style-type: none"> ICAO Doc 10066 Chapter 2, Section 2.1.2 [7] provides suggestions of activities that may be undertaken to validate and verify data.
Role	The Data Originator
Next Step	ADP-2.7.7 Generate Validation and Verification Reports

ADP-2.7.7 Generate Validation and Verification Reports

Title	ADP-2.7.7 Generate Validation and Verification Reports
Description	<ul style="list-style-type: none"> Generate system reports detailing the results of the validation and verification activities.
Notes	<ul style="list-style-type: none"> Validation and verification reports should be saved.
Role	The Data Originator
Next Step	ADP-2.7.8 Determine if Any Issues were Identified

ADP-2.7.8 Determine if Any Issues were Identified

Title	ADP-2.7.8 Determine if Any Issues were Identified
Description	<ul style="list-style-type: none"> Determine if issues were identified when validating and verifying the data.
Notes	<ul style="list-style-type: none"> In exceptional circumstances, data that does not meet its data quality requirements may be annotated as such and processing may continue.
Role	The Data Originator
Next Step	<p>If issues were identified, ADP-2.7.12 Record Details of Issues Identified.</p> <p>If issues were not identified, in parallel:</p> <ul style="list-style-type: none"> ADP-2.7.9 Determine if a Safety Support Assessment is Required; ADP-2.7.13 Determine if Simulation is Required.

ADP-2.7.9 Determine if a Safety Support Assessment is Required

Title	ADP-2.7.9 Determine if a Safety Support Assessment is Required
Description	<ul style="list-style-type: none"> Determine if a safety support assessment is required.
Notes	<ul style="list-style-type: none"> A means of identifying data items or types of changes in need of safety support assessment should be put in place to reduce the risk of neglecting to perform a safety support assessment. Tools may be used to support the identification of data items in need of safety support assessment.
Role	The Data Originator
Next Step	If a safety support assessment is required, ADP-2.7.10 Perform Safety Support Assessment . If a safety support assessment is not required, ADP-2.7.11 Determine if Any Issues were Identified .

ADP-2.7.10 Perform Safety Support Assessment

Title	ADP-2.7.10 Perform Safety Support Assessment
Description	<ul style="list-style-type: none"> Arrange for a safety support assessment to be performed, involving all required parties. Record the findings of the safety support assessment.
Role	The Safety Representative
Next Step	ADP-2.7.11 Determine if Any Issues were Identified

ADP-2.7.11 Determine if Any Issues were Identified

Title	ADP-2.7.11 Determine if Any Issues were Identified
Description	<ul style="list-style-type: none"> Determine if issues were identified when a safety support assessment and/or simulation was performed.
Notes	<ul style="list-style-type: none"> In exceptional circumstances, data that does not meet its data quality requirements may be annotated as such and processing may continue.
Role	The Data Originator
Next Step	If issues were identified, ADP-2.7.12 Record Details of Issues Identified . If issues were not identified, ADP-2.8 Validate Data Prior to Approval and Submission .

ADP-2.7.12 Record Details of Issues Identified

Title	ADP-2.7.12 Record Details of Issues Identified
Description	<ul style="list-style-type: none"> Record details of the issues identified when performing validation and verification activities.
Role	The Data Originator
Next Step	ADP-2.5 Originate Data

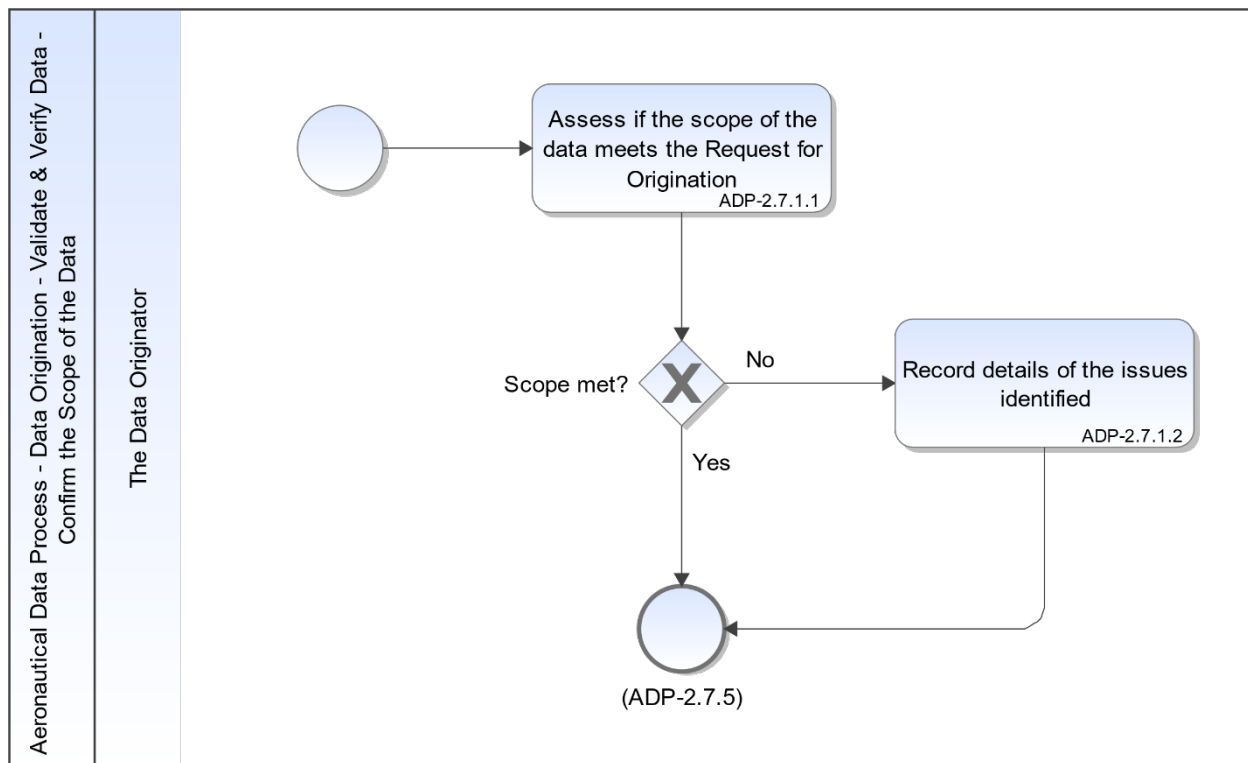
ADP-2.7.13 Determine if Simulation is Required

Title	ADP-2.7.13 Determine if Simulation is Required
Description	<ul style="list-style-type: none">• Determine if simulation is required.
Notes	<ul style="list-style-type: none">• For data changes that are part of a package of changes, data simulation may be required, for example, the simulation of instrument flight procedures.
Role	The Data Originator
Next Step	If simulation is required, ADP-2.7.14 Perform Simulation . If simulation is not required, ADP-2.7.11 Determine if Any Issues were Identified .

ADP-2.7.14 Perform Simulation

Title	ADP-2.7.14 Perform Simulation
Description	<ul style="list-style-type: none">• Arrange for simulation to be performed, involving all required parties.• Record the findings of the simulation.
Role	The Simulation Representative
Next Step	ADP-2.7.11 Determine if Any Issues were Identified

ADP-2.7.1 Confirm the Scope of the Data



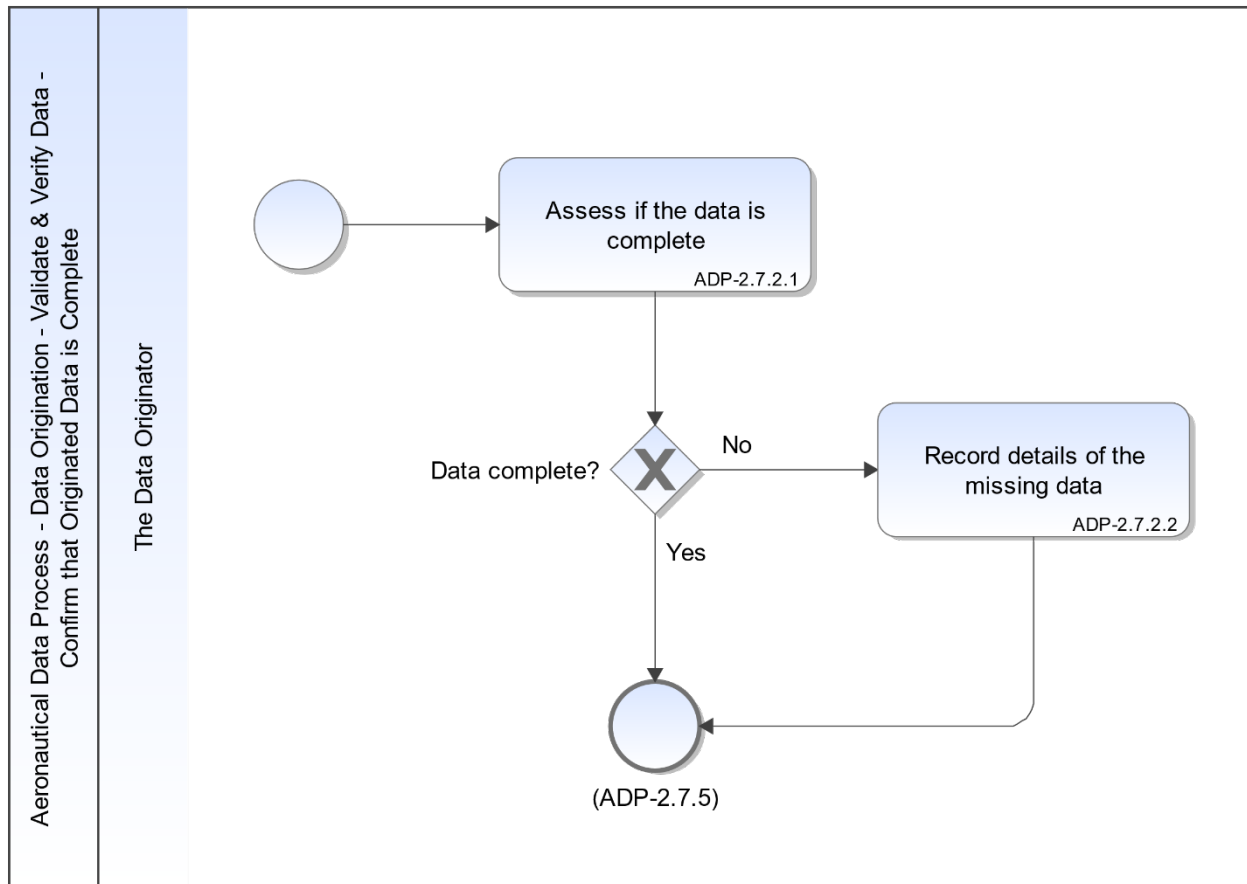
ADP-2.7.1.1 Assess if the Scope of the Data Meets the Request for Origination

Title	ADP-2.7.1.1 Assess if the Scope of the Data Meets the Request for Origination
Description	<ul style="list-style-type: none"> Assess the scope of the originated data to ensure that the scope of the data is in accordance with the Request for Origination.
Role	The Data Originator
Next Step	If the scope of the originated data is incorrect, ADP-2.7.1.2 Record Details of the Issues Identified . If the scope of the originated data is correct, ADP-2.7.5 Determine if Any Issues were Identified .

ADP-2.7.1.2 Record Details of the Issues Identified

Title	ADP-2.7.1.2 Record Details of the Issues Identified
Description	<ul style="list-style-type: none"> Record that the scope of the originated data was considered to be incorrect and identify the required scope, where possible.
Role	The Data Originator
Next Step	ADP-2.7.5 Determine if Any Issues were Identified

ADP-2.7.2 Confirm that Originated Data is Complete



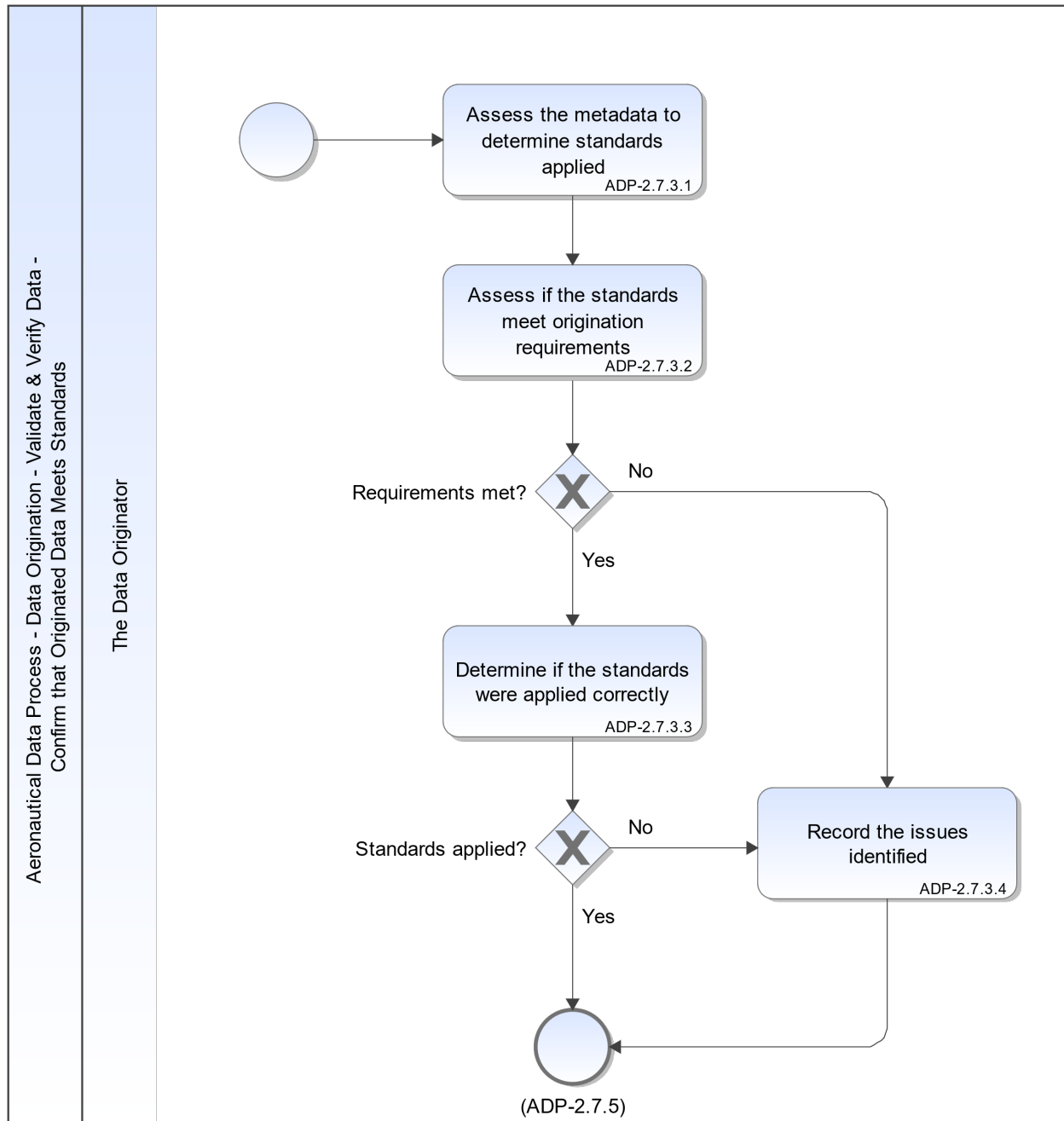
ADP-2.7.2.1 Assess if the Data is Complete

Title	ADP-2.7.2.1 Assess if the Data is Complete
Description	<ul style="list-style-type: none"> Assess the originated data to ensure that all the data detailed in the Request for Origination, formal arrangements or other internal origination request has been originated and is therefore complete.
Role	The Data Originator
Next Step	If the originated data is incomplete, ADP-2.7.2.2 Record Details of the Missing Data . If the originated data is complete, ADP-2.7.5 Determine if Any Issues were Identified .

ADP-2.7.2.2 Record Details of the Missing Data

Title	ADP-2.7.2.2 Record Details of the Missing Data
Description	<ul style="list-style-type: none"> Record that the originated data was considered to be incomplete and identify the missing information.
Role	The Data Originator
Next Step	ADP-2.7.5 Determine if Any Issues were Identified

ADP-2.7.3 Confirm that Originated Data Meets Standards



ADP-2.7.3.1 Assess the Metadata to Determine Standards Applied

Title	ADP-2.7.3.1 Assess the Metadata to Determine Standards Applied
Description	<ul style="list-style-type: none"> Assess the metadata to determine the standards that have been applied in originating the data.
Role	The Data Originator
Next Step	ADP-2.7.3.2 Assess if the Standards Meet Origination Requirements

ADP-2.7.3.2 Assess if the Standards Meet Origination Requirements

Title	ADP-2.7.3.2 Assess if the Standards Meet Origination Requirements
Description	<ul style="list-style-type: none"> Assess if the identified standards are in accordance with the standards detailed in the Request for Origination, formal arrangements or other form of internal origination request.
Role	The Data Originator
Next Step	If the required standards have not been met, ADP-2.7.3.4 Record the Issues Identified . If the required standards have been met, ADP-2.7.3.3 Determine if the Standards Were Applied Correctly .

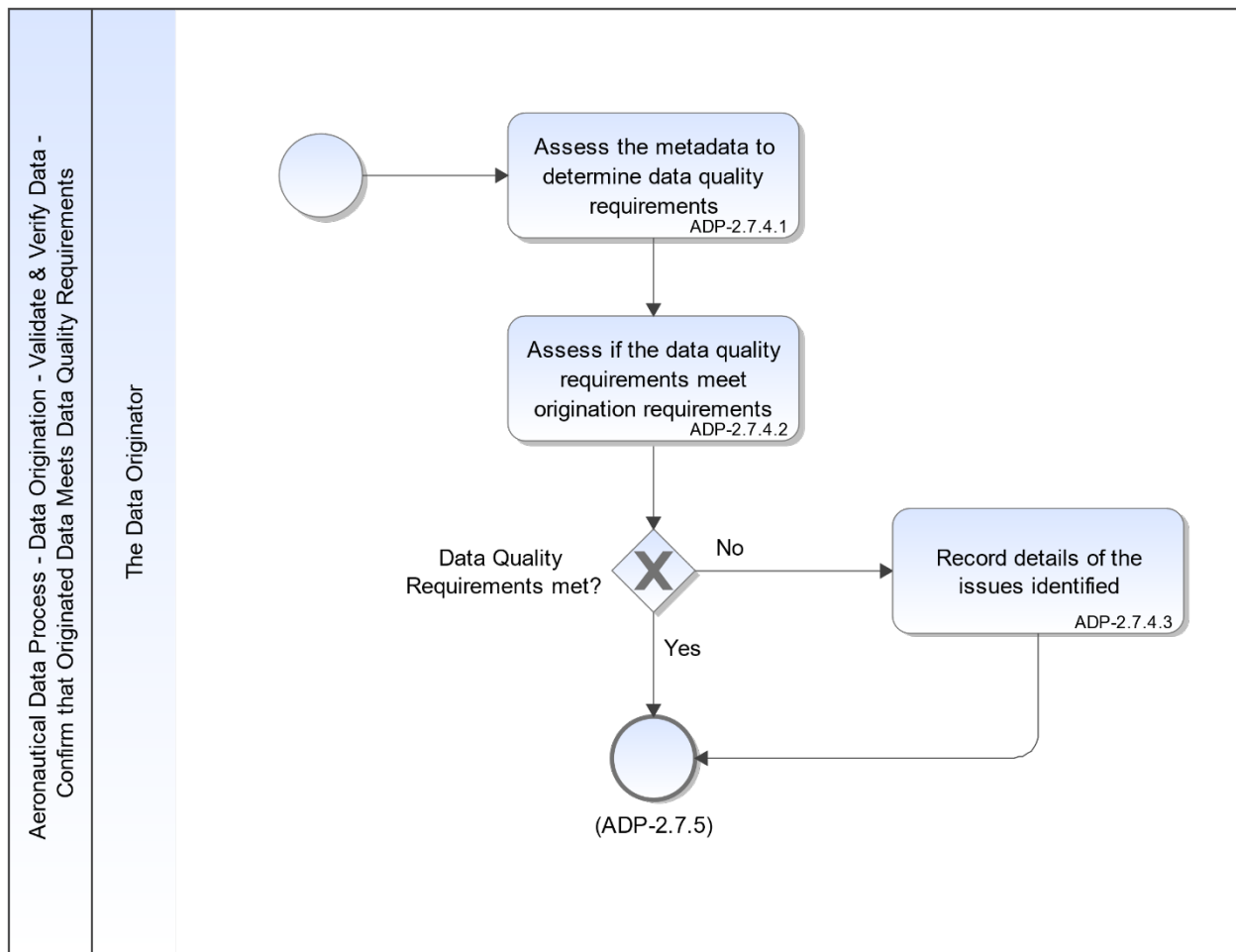
ADP-2.7.3.3 Determine if the Standards Were Applied Correctly

Title	ADP-2.7.3.3 Determine if the Standards Were Applied Correctly
Description	<ul style="list-style-type: none"> Assess if the identified standards have been correctly applied during data origination.
Role	The Data Originator
Next Step	If the required standards have not been correctly applied, ADP-2.7.3.4 Record the Issues Identified . If the required standards have been correctly applied, ADP-2.7.5 Determine if Any Issues were Identified .

ADP-2.7.3.4 Record the Issues Identified

Title	ADP-2.7.3.4 Record the Issues Identified
Description	<ul style="list-style-type: none"> Record the issues identified.
Role	The Data Originator
Next Step	ADP-2.7.5 Determine if Any Issues were Identified

ADP-2.7.4 Confirm that Originated Data Meets Data Quality Requirements



ADP-2.7.4.1 Assess the Metadata to Determine Data Quality Requirements

Title	ADP-2.7.4.1 Assess the Metadata to Determine Data Quality Requirements
Description	<ul style="list-style-type: none"> Assess the metadata to determine the data quality requirements of the originated data.
Role	The Data Originator
Next Step	ADP-2.7.4.2 Assess if the Data Quality Requirements Meet Origination Requirements

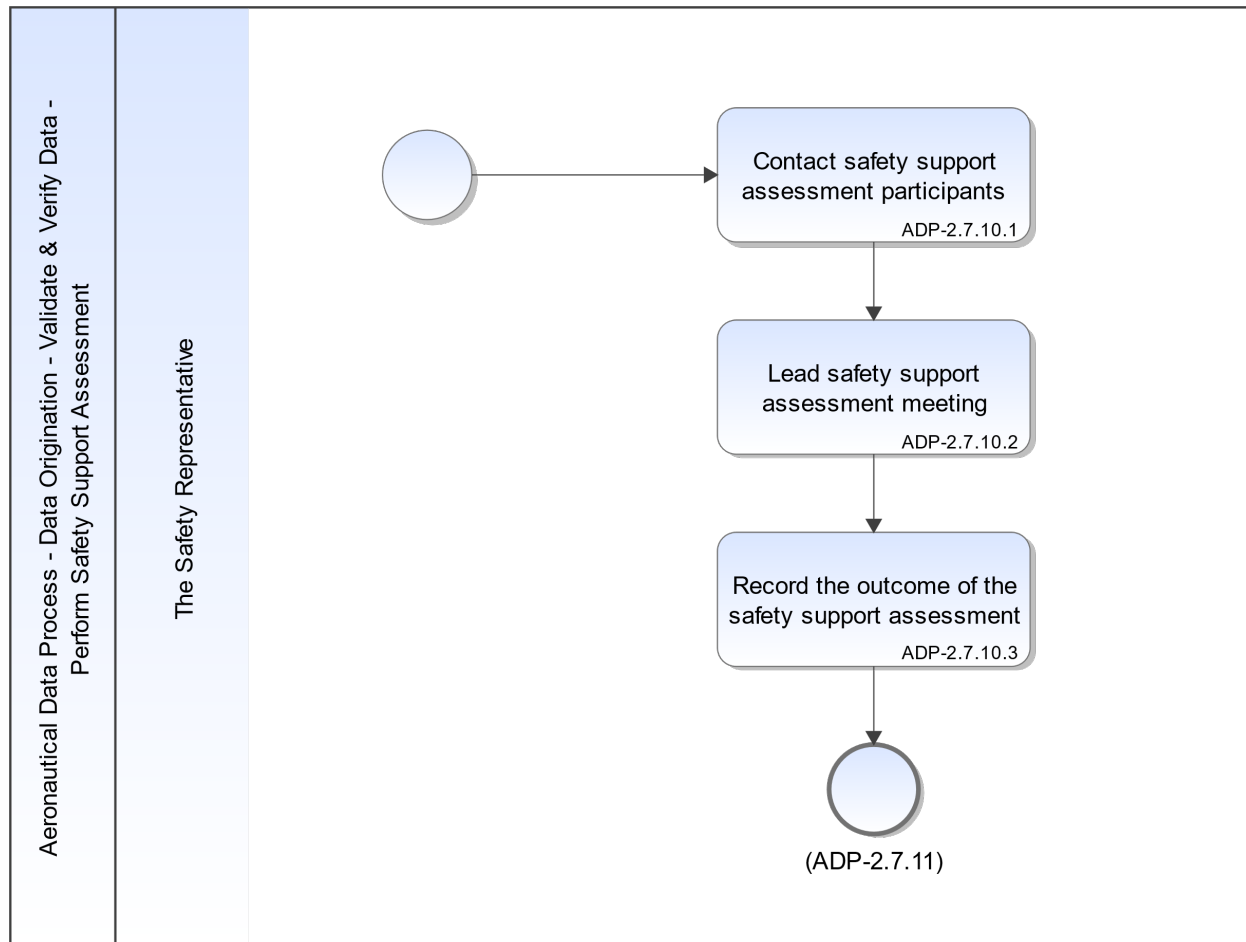
ADP-2.7.4.2 Assess if the Data Quality Requirements Meet Origination Requirements

Title	ADP-2.7.4.2 Assess if the Data Quality Requirements Meet Origination Requirements
Description	<ul style="list-style-type: none"> Determine if the data quality requirements of the originated data meet the origination requirements.
Notes	<ul style="list-style-type: none"> Attention should be paid to the accuracy and resolution requirements, in particular. Reference should be made to any Request for Origination, internal origination request, formal arrangements, data catalogue, etc.
Role	The Data Originator
Next Step	<p>If the required data quality requirements have not been met, ADP-2.7.4.3 Record Details of the Issues Identified.</p> <p>If the required data quality requirements have been met, ADP-2.7.5 Determine if Any Issues were Identified.</p>

ADP-2.7.4.3 Record Details of the Issues Identified

Title	ADP-2.7.4.3 Record Details of the Issues Identified
Description	<ul style="list-style-type: none">Record the issues identified.
Notes	<ul style="list-style-type: none">In exceptional circumstances, data that does not meet its data quality requirements may be annotated as such and processing may continue.
Role	The Data Originator
Next Step	<i>ADP-2.7.5 Determine if Any Issues were Identified</i>

ADP-2.7.10 Perform Safety Support Assessment



ADP-2.7.10.1 Contact Safety Support Assessment Participants

Title	ADP-2.7.10.1 Contact Safety Support Assessment Participants
Description	<ul style="list-style-type: none"> Contact those parties/representatives that should attend the safety support assessment to arrange the safety support assessment meeting, providing them with all the necessary input material required for the safety support assessment.
Role	The Safety Representative
Next Step	ADP-2.7.10.2 Lead Safety Support Assessment Meeting

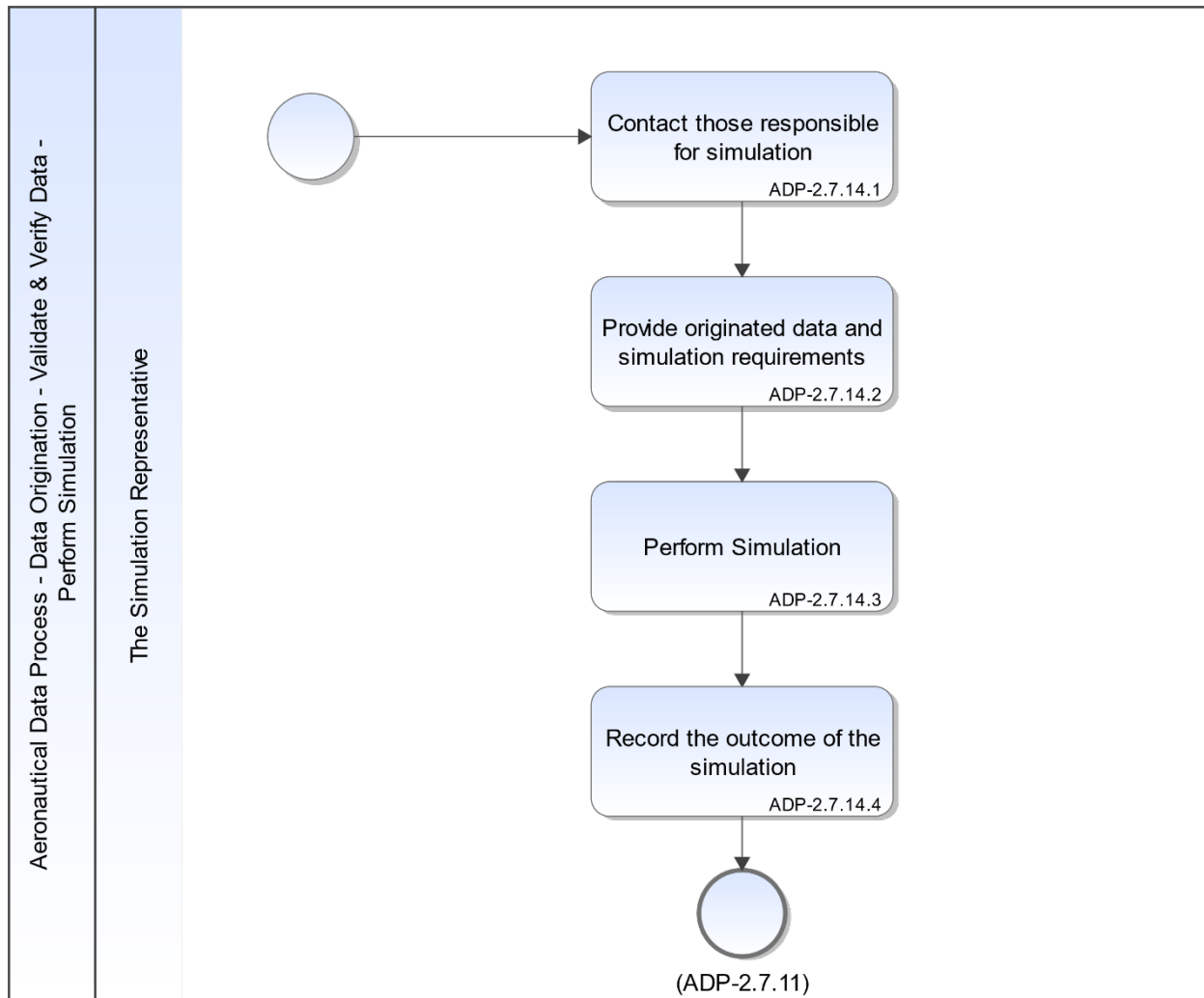
ADP-2.7.10.2 Lead Safety Support Assessment Meeting

Title	ADP-2.7.10.2 Lead Safety Support Assessment Meeting
Description	<ul style="list-style-type: none"> Lead the safety support assessment meeting and record the findings during the meeting.
Notes	<ul style="list-style-type: none"> Depending on the nature of the change, more than one safety support assessment meeting may be required.
Role	The Safety Representative
Next Step	ADP-2.7.10.3 Record the Outcome of the Safety Support Assessment

ADP-2.7.10.3 Record the Outcome of the Safety Support Assessment

Title	ADP-2.7.10.3 Record the Outcome of the Safety Support Assessment
Description	<ul style="list-style-type: none">• Document the final outcome of the safety support assessment.
Role	The Safety Representative
Next Step	<i>ADP-2.7.11 Determine if Any Issues were Identified</i>

ADP-2.7.14 Perform Simulation



ADP-2.7.14.1 Contact Those Responsible for Simulation

Title	ADP-2.7.14.1 Contact Those Responsible for Simulation
Description	<ul style="list-style-type: none"> Contact the party/representatives responsible for simulation activities.
Role	The Simulation Representative
Next Step	ADP-2.7.14.2 Provide Originated Data and Simulation Requirements

ADP-2.7.14.2 Provide Originated Data and Simulation Requirements

Title	ADP-2.7.14.2 Provide Originated Data and Simulation Requirements
Description	<ul style="list-style-type: none"> Provide those responsible for simulation with all the necessary input material required for the simulation, including the originated data and the simulation requirements.
Role	The Simulation Representative
Next Step	ADP-2.7.14.3 Perform Simulation

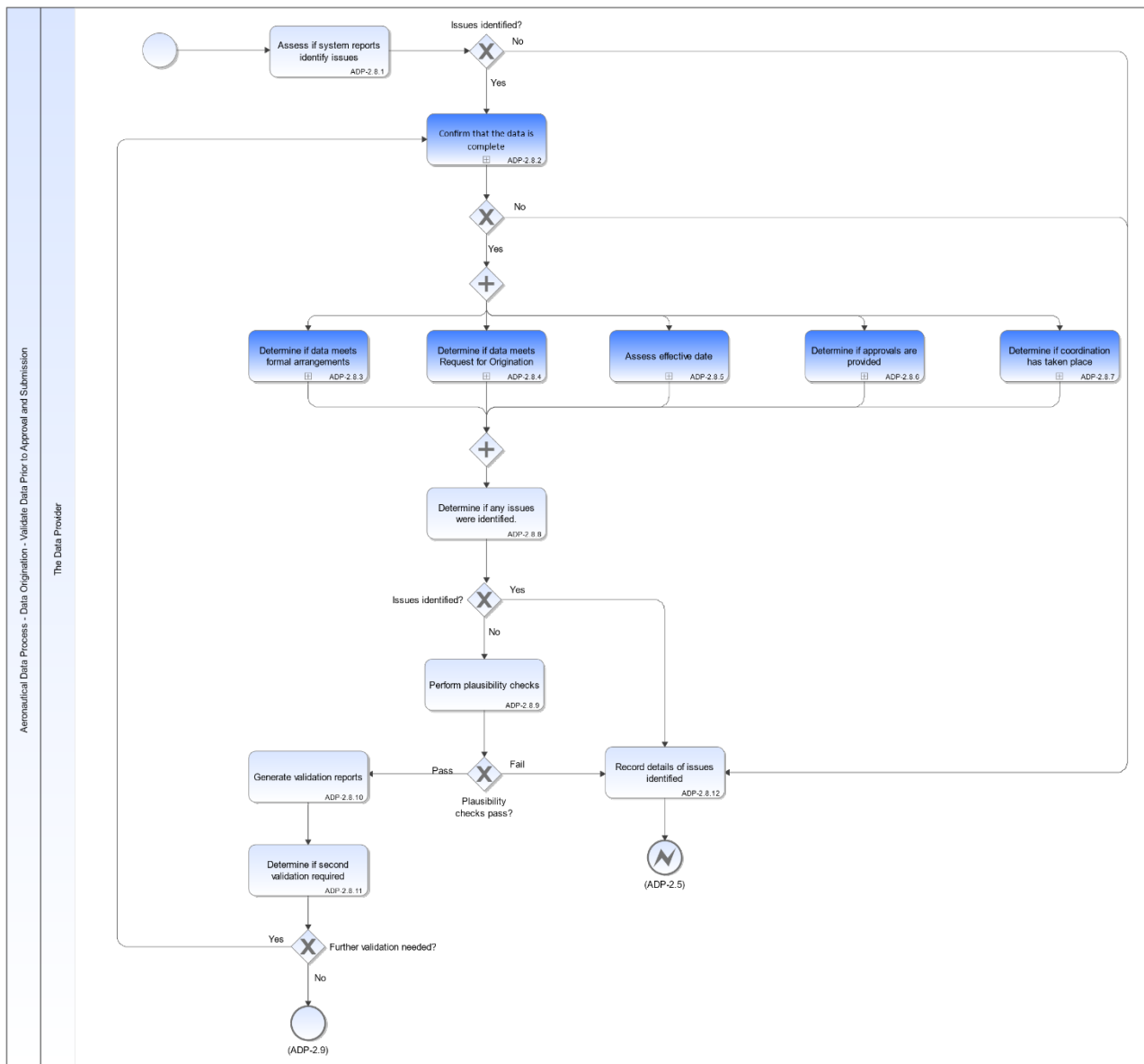
ADP-2.7.14.3 Perform Simulation

Title	ADP-2.7.14.3 Perform Simulation
Description	<ul style="list-style-type: none">• Perform simulation.
Notes	<ul style="list-style-type: none">• Depending on the nature of the change, more than one simulation may be required.
Role	The Simulation Representative
Next Step	<i>ADP-2.7.14.4 Record the Outcome of the Simulation</i>

ADP-2.7.14.4 Record the Outcome of the Simulation

Title	ADP-2.7.14.4 Record the Outcome of the Simulation
Description	<ul style="list-style-type: none">• Document the results of the simulation.
Role	The Simulation Representative
Next Step	<i>ADP-2.7.11 Determine if Any Issues were Identified</i>

ADP-2.8 Validate Data Prior to Approval and Submission



ADP-2.8.1 Assess if System Reports Identify Issues

Title	ADP-2.8.1 Assess if System Reports Identify Issues
Description	<ul style="list-style-type: none"> If system reports are available, determine if these identify any issues with the data.
Notes	<ul style="list-style-type: none"> The trigger for this process is the availability of data that has been validated and verified by the Data Originator. In validating the data, the Data Provider relies on and will refer to the validation and verification activities applied to the data during the data origination process.
Role	The Data Provider
Next Step	If system reports do not identify any issues, ADP-2.8.2 Confirm that the Data is Complete . If system reports identify issues, ADP-2.8.12 Record Details of Issues Identified .

ADP-2.8.2 Confirm that the Data is Complete

Title	ADP-2.8.2 Confirm that the Data is Complete
Description	<ul style="list-style-type: none"> Assess the data to determine if all the required data has been provided. Any issues identified should be recorded.
Role	The Data Provider
Next Step	<p>If the data is complete, in parallel:</p> <ul style="list-style-type: none"> ADP-2.8.3 Determine if Data Meets Formal Arrangements; ADP-2.8.4 Determine if Data Meets Request for Origination; ADP-2.8.5 Assess Effective Date; ADP-2.8.6 Determine if Approvals are Provided; ADP-2.8.7 Determine if Coordination has Taken Place. <p>If the Data Change Request is incomplete, ADP-2.8.12 Record Details of Issues Identified.</p>

ADP-2.8.3 Determine if Data Meets Formal Arrangements

Title	ADP-2.8.3 Determine if Data Meets Formal Arrangements
Description	<ul style="list-style-type: none"> Assess the data to determine if it is in accordance with the formal arrangements, including: <ul style="list-style-type: none"> Format; Scope of data; Data quality requirements. Record any issues identified.
Notes	<ul style="list-style-type: none"> Qualified tools and business rules may support the validation process. In validating the data, the Data Provider relies on and will refer to the validation and verification activities applied to the data during the data origination process. There may be some duplication with the checks made to confirm that the data is in accordance with the Request for Origination, that approvals have been obtained and that coordination has taken place.
Role	The Data Provider
Next Step	ADP-2.8.8 Determine if any Issues Were Identified

ADP-2.8.4 Determine if Data Meets Request for Origination

Title	ADP-2.8.4 Determine if Data Meets Request for Origination
Description	<ul style="list-style-type: none"> Assess the data to determine if the data has been originated in accordance with the instructions included in the Request for Origination. Record any issues identified.
Notes	<ul style="list-style-type: none"> There may be some duplication with the checks made to confirm that the data is in accordance with the formal arrangements, that approvals have been obtained and that coordination has taken place. In validating the data, the Data Provider relies on and will refer to the validation and verification activities applied to the data during the data origination process.
Role	The Data Provider
Next Step	ADP-2.8.8 Determine if any Issues Were Identified

ADP-2.8.5 Assess Effective Date

Title	ADP-2.8.5 Assess Effective Date
Description	<ul style="list-style-type: none"> Assess the effective date of the data to confirm it is both included and feasible. Record any issues identified.
Role	The Data Provider
Next Step	ADP-2.8.8 Determine if any Issues Were Identified

ADP-2.8.6 Determine if Approvals are Provided

Title	ADP-2.8.6 Determine if Approvals are Provided
Description	<ul style="list-style-type: none"> Assess the data to determine if all approvals that need to be provided have been acquired and are attached. Record any issues identified.
Notes	<ul style="list-style-type: none"> There may be some duplication with the checks made to confirm that the data is in accordance with the formal arrangements, that the data is in accordance with the Request for Origination and that coordination has taken place.
Role	The Data Provider
Next Step	ADP-2.8.8 Determine if any Issues Were Identified

ADP-2.8.7 Determine if Coordination has Taken Place

Title	ADP-2.8.7 Determine if Coordination has Taken Place
Description	<ul style="list-style-type: none"> Assess the data to determine if all coordination that needed to be undertaken has been carried out. Record any issues identified.
Notes	<ul style="list-style-type: none"> There may be some duplication with the checks made to confirm that the data is in accordance with the formal arrangements, that the data is in accordance with the Request for Origination and that approvals have been obtained.
Role	The Data Provider
Next Step	ADP-2.8.8 Determine if any Issues Were Identified

ADP-2.8.8 Determine if any Issues Were Identified

Title	ADP-2.8.8 Determine if any Issues Were Identified
Description	<ul style="list-style-type: none"> Determine if issues were identified when checking: <ul style="list-style-type: none"> If the data is in accordance with the formal arrangements; If the data is in accordance with any Request for Origination; If the effective date is included and is feasible; If the required approvals have been provided; If the required coordination has taken place.
Notes	<ul style="list-style-type: none"> In exceptional circumstances, data that does not meet its data quality requirements may be annotated as such and processing may continue.
Role	The Data Provider
Next Step	<p>If issues were identified, ADP-2.8.12 Record Details of Issues Identified.</p> <p>If issues were not identified, ADP-2.8.9 Perform Plausibility Checks.</p>

ADP-2.8.9 Perform Plausibility Checks

Title	ADP-2.8.9 Perform Plausibility Checks
Description	<ul style="list-style-type: none"> Perform plausibility checks to identify errors in the data provided.
Notes	<ul style="list-style-type: none"> When checking the data, the Data Provider will confirm that validation and verification activities that are the responsibility of the Data Originator have been applied to the data during the data origination process. In addition to this, the Data Provider will then perform additional plausibility checks, such as checks for gross errors, comparisons between old and new data, etc. Validation and verification activities during the data origination process are essential to ensure that the required data quality is achieved. Plausibility checks should be determined for different data types. ICAO Doc 10066 Chapter 2, Section 2.1.2 [7] provides suggestions of activities that may be undertaken to validate and verify data.
Role	The Data Provider
Next Step	If issues were identified, ADP-2.8.12 Record Details of Issues Identified . If issues were not identified, ADP-2.8.10 Generate Validation Reports .

ADP-2.8.10 Generate Validation Reports

Title	ADP-2.8.10 Generate Validation Reports
Description	<ul style="list-style-type: none"> Generate system reports detailing the results of the validation activity.
Notes	<ul style="list-style-type: none"> Validation reports should be saved.
Role	The Data Provider
Next Step	ADP-2.8.11 Determine if Second Validation Required

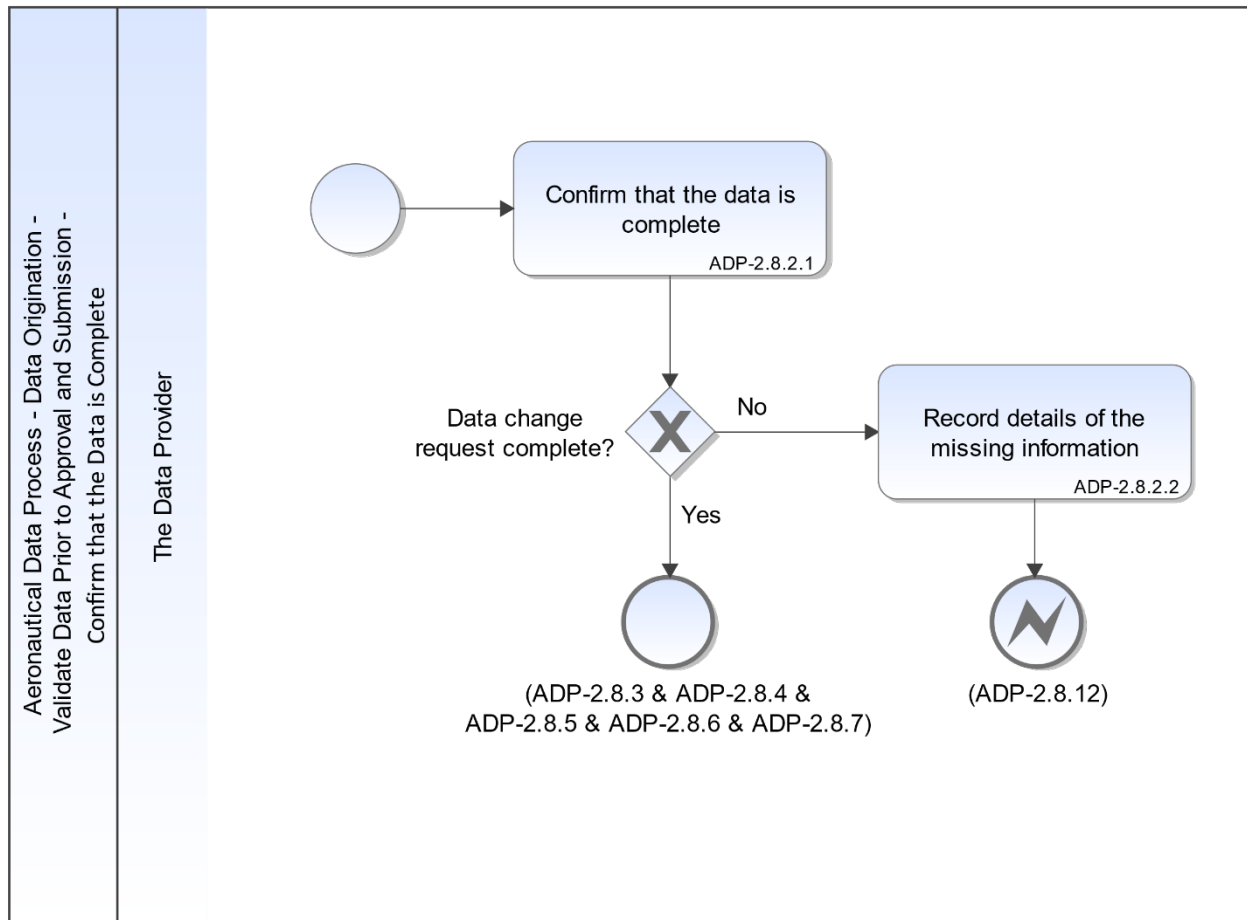
ADP-2.8.11 Determine if Second Validation Required

Title	ADP-2.8.11 Determine if Second Validation Required
Description	<ul style="list-style-type: none"> Determine if the level of integrity of the data or the policy of the organisation with regards to the processing of aeronautical data requires that a further validation should be undertaken.
Notes	<ul style="list-style-type: none"> The second validation should be performed by a different person to that which performed the first validation in order to support the number of independent checks required for critical data.
Role	The Data Provider
Next Step	If further validation is not required, ADP-2.9 Approve Change to Data . If further validation is required, ADP-2.8.2 Confirm that the Data is Complete .

ADP-2.8.12 Record Details of Issues Identified

Title	ADP-2.8.12 Record Details of Issues Identified
Description	<ul style="list-style-type: none"> Record details of the issues identified when validating the data.
Role	The Data Provider
Next Step	ADP-2.5 Originate Data

ADP-2.8.2 Confirm that the Data is Complete



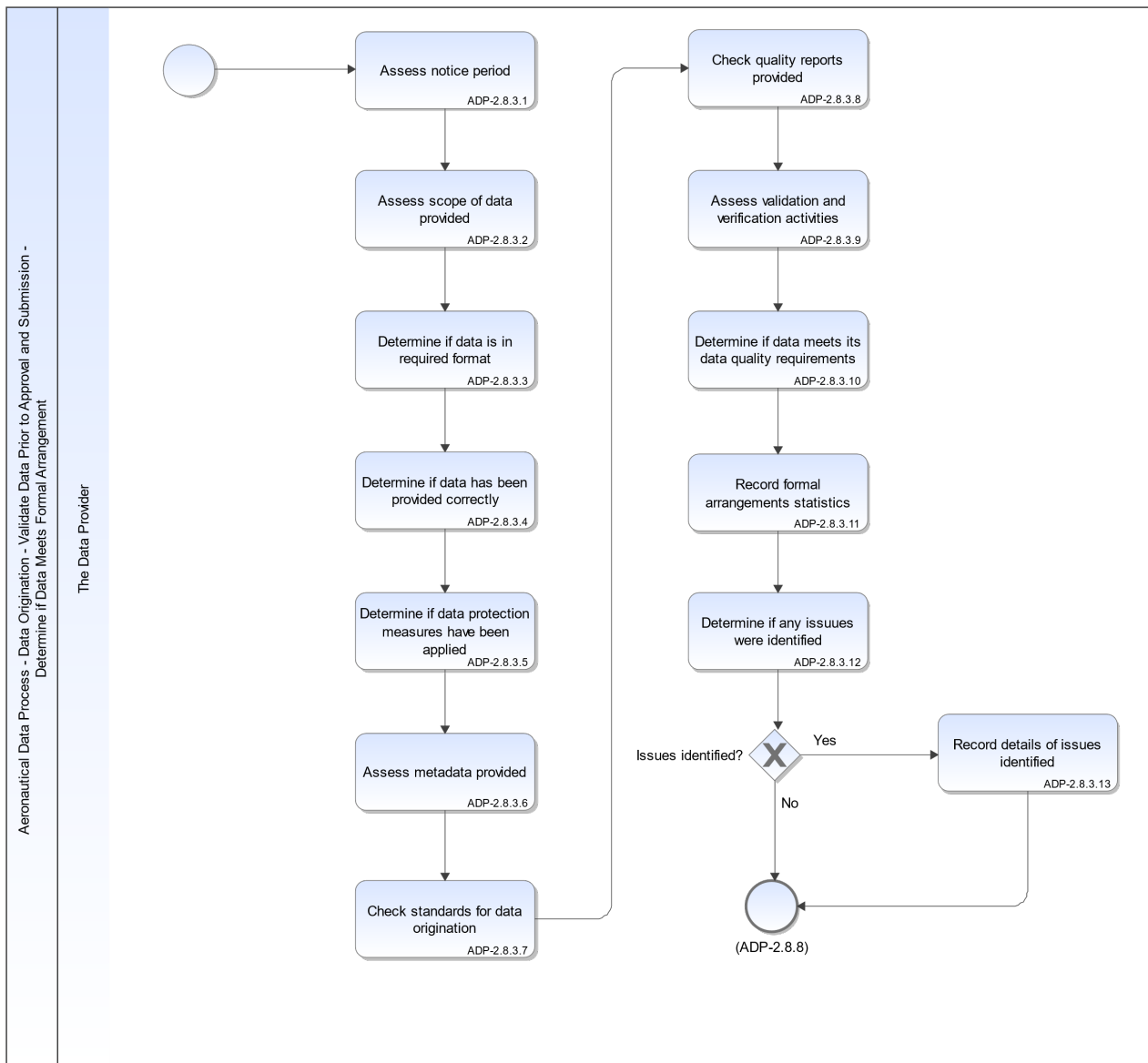
ADP-2.8.2.1 Confirm that the Data is Complete

Title	ADP-2.8.2.1 Confirm that the Data is Complete
Description	<ul style="list-style-type: none"> Assess the data to ensure that all the necessary information has been provided.
Role	The Data Provider
Next Step	<p>If the data is incomplete, ADP-2.8.2.2 Record Details of the Missing Information.</p> <p>If the data is complete, in parallel:</p> <ul style="list-style-type: none"> ADP-2.8.3 Determine if Data Meets Formal Arrangements; ADP-2.8.4 Determine if Data Meets Request for Origination; ADP-2.8.5 Assess Effective Date; ADP-2.8.6 Determine if Approvals are Provided; ADP-2.8.7 Determine if Coordination has Taken Place.

ADP-2.8.2.2 Record Details of the Missing Information

Title	ADP-2.8.2.2 Record Details of the Missing Information
Description	<ul style="list-style-type: none"> Record that the data was considered to be incomplete and identify the missing information.
Role	The Data Provider
Next Step	ADP-2.8.12 Record Details of Issues Identified

ADP-2.8.3 Determine if Data Meets Formal Arrangements



ADP-2.8.3.1 Assess Notice Period

Title	ADP-2.8.3.1 Assess Notice Period
Description	<ul style="list-style-type: none"> Assess the notice period with which the data has been provided to determine if it is in accordance with the timescales detailed in the formal arrangements, and to determine if there is an impact on the processing of the data as a result.
Role	The Data Provider
Next Step	ADP-2.8.3.2 Assess Scope of Data Provided

ADP-2.8.3.2 Assess Scope of Data Provided

Title	ADP-2.8.3.2 Assess Scope of Data Provided
Description	<ul style="list-style-type: none"> Assess the data to ensure that the scope of the data provided is within the scope of the data defined in the formal arrangements.
Role	The Data Provider
Next Step	ADP-2.8.3.3 Determine if Data is in Required Format

ADP-2.8.3.3 Determine if Data is in Required Format

Title	ADP-2.8.3.3 Determine if Data is in Required Format
Description	<ul style="list-style-type: none"> Assess the data to ensure that the data is provided in the format defined in the formal arrangements.
Role	The Data Provider
Next Step	ADP-2.8.3.4 Determine if Data has been Provided Correctly

ADP-2.8.3.4 Determine if Data has been Provided Correctly

Title	ADP-2.8.3.4 Determine if Data has been Provided Correctly
Description	<ul style="list-style-type: none"> Assess the means used to provide the data to ensure it is in accordance with the means defined in the formal arrangements.
Notes	<ul style="list-style-type: none"> Means of provision in contingency situations should also be defined in formal arrangements.
Role	The Data Provider
Next Step	ADP-2.8.3.5 Determine if Data Protection Measures have been Applied

ADP-2.8.3.5 Determine if Data Protection Measures have been Applied

Title	ADP-2.8.3.5 Determine if Data Protection Measures have been Applied
Description	<ul style="list-style-type: none"> Determine if the data protection measures applied to the data are in accordance with those detailed in the formal arrangements.
Role	The Data Provider
Next Step	ADP-2.8.3.6 Assess Metadata Provided

ADP-2.8.3.6 Assess Metadata Provided

Title	ADP-2.8.3.6 Assess Metadata Provided
Description	<ul style="list-style-type: none"> Assess the metadata included to ensure that it is complete and in accordance with the formal arrangements.
Role	The Data Provider
Next Step	ADP-2.8.3.7 Check Standards for Data Origination

ADP-2.8.3.7 Check Standards for Data Origination

Title	ADP-2.8.3.7 Check Standards for Data Origination
Description	<ul style="list-style-type: none"> Assess if the data origination standards defined in the formal arrangements were applied when originating the data.
Role	The Data Provider
Next Step	ADP-2.8.3.8 Check Quality Reports Provided

ADP-2.8.3.8 Check Quality Reports Provided

Title	ADP-2.8.3.8 Check Quality Reports Provided
Description	<ul style="list-style-type: none"> Assess any data quality report provided to ensure that it is in accordance with the formal arrangements.
Role	The Data Provider
Next Step	ADP-2.8.3.9 Assess Validation and Verification Activities

ADP-2.8.3.9 Assess Validation and Verification Activities

Title	ADP-2.8.3.9 Assess Validation and Verification Activities
Description	<ul style="list-style-type: none"> Assess the validation and verification activities performed by the Data Originator to ensure that these have been carried out and are considered appropriate.
Role	The Data Provider
Next Step	ADP-2.8.3.10 Determine if Data Meets its Data Quality Requirements

ADP-2.8.3.10 Determine if Data Meets its Data Quality Requirements

Title	ADP-2.8.3.10 Determine if Data Meets its Data Quality Requirements
Description	<ul style="list-style-type: none"> Assess the metadata provided to confirm that the data meets its data quality requirements.
Notes	<ul style="list-style-type: none"> Attention should be paid to the accuracy and resolution requirements, in particular.
Role	The Data Provider
Next Step	ADP-2.8.3.11 Record Formal Arrangements Statistics

ADP-2.8.3.11 Record Formal Arrangements Statistics

Title	ADP-2.8.3.11 Record Formal Arrangements Statistics
Description	<ul style="list-style-type: none"> Record the statistics related to the provision of data in accordance with the formal arrangements.
Role	The Data Provider
Next Step	ADP-2.8.3.12 Determine if Any Issues Were Identified

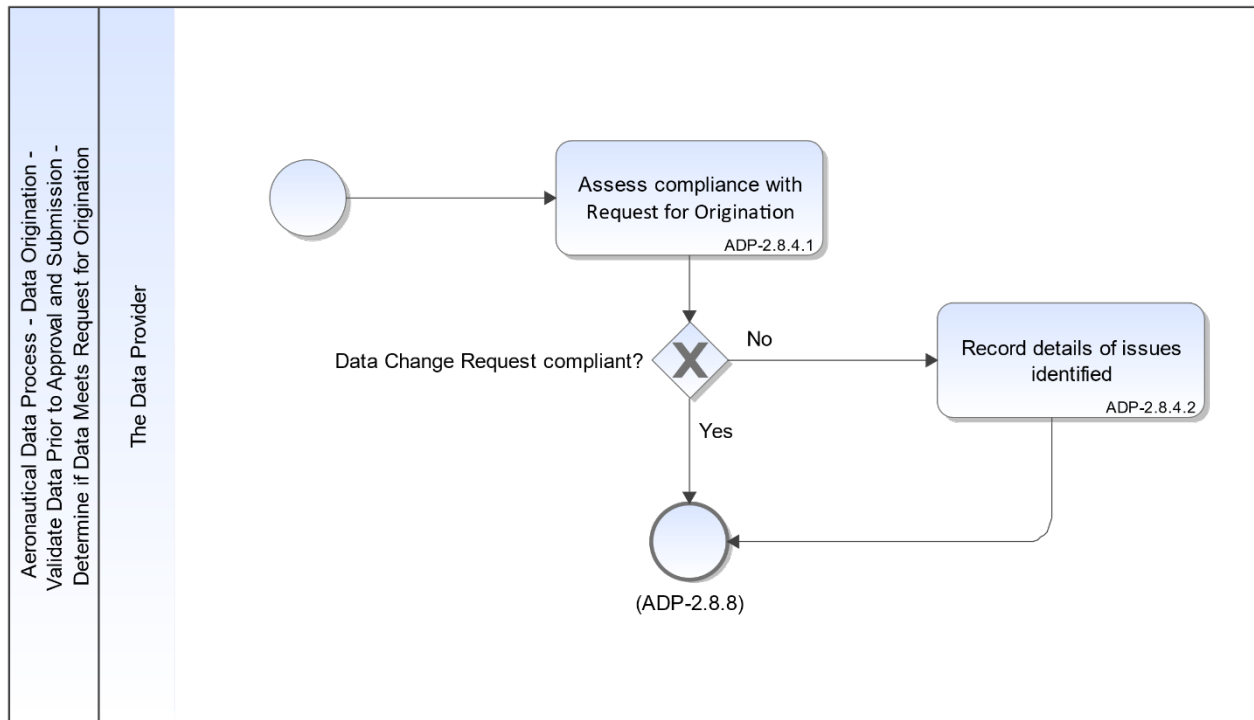
ADP-2.8.3.12 Determine if Any Issues Were Identified

Title	ADP-2.8.3.12 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none">Determine if any issues were identified during the assessment of the data against the formal arrangements.
Role	The Data Provider
Next Step	If issues were identified, ADP-2.8.3.13 Record Details of Issues Identified . If no issues were identified, ADP-2.8.8 Determine if any Issues Were Identified .

ADP-2.8.3.13 Record Details of Issues Identified

Title	ADP-2.8.3.13 Record Details of Issues Identified
Description	<ul style="list-style-type: none">Record details of the issues identified.
Role	The Data Provider
Next Step	ADP-2.8.8 Determine if any Issues Were Identified

ADP-2.8.4 Determine if Data Meets Request for Origination



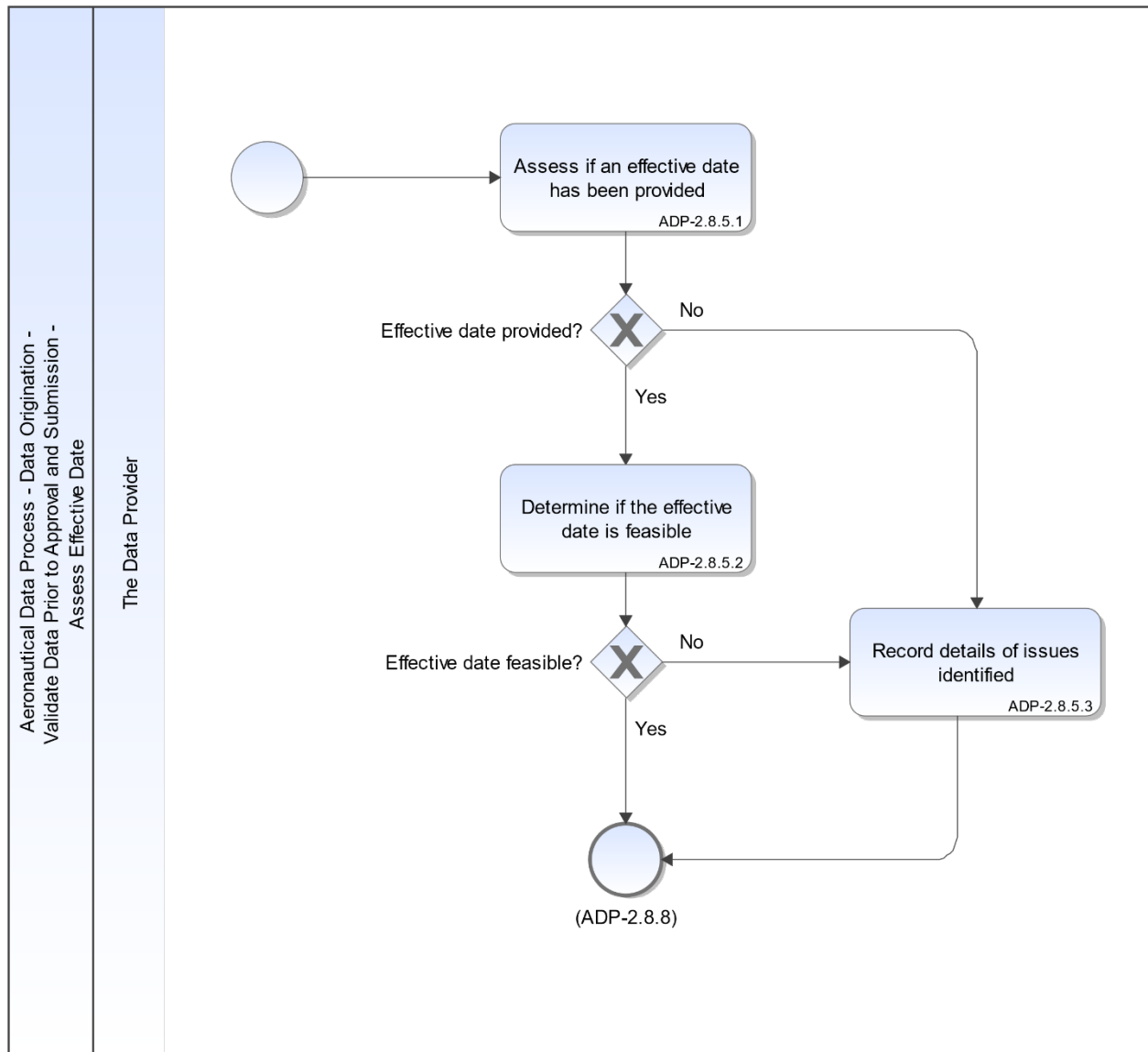
ADP-2.8.4.1 Assess Compliance with Request for Origination

Title	ADP-2.8.4.1 Assess Compliance with Request for Origination
Description	<ul style="list-style-type: none"> Assess the data to determine if it meets the instructions and requirements contained in the Request for Origination.
Role	The Data Provider
Next Step	If issues were identified, ADP-2.8.4.2 Record Details of Issues Identified . If no issues were identified, ADP-2.8.8 Determine if any Issues Were Identified .

ADP-2.8.4.2 Record Details of Issues Identified

Title	ADP-2.8.4.2 Record Details of Issues Identified
Description	<ul style="list-style-type: none"> Record details of the issues identified.
Role	The Data Provider
Next Step	ADP-2.8.8 Determine if any Issues Were Identified

ADP-2.8.5 Assess Effective Date



ADP-2.8.5.1 Assess if an Effective Date has been Provided

Title	ADP-2.8.5.1 Assess if an Effective Date has been Provided
Description	<ul style="list-style-type: none"> Assess if an effective date has been provided.
Role	The Data Provider
Next Step	If no effective date has been provided, ADP-2.8.5.3 Record Details of Issues Identified . If an effective date has been provided, ADP-2.8.5.2 Determine if the Effective Date is Feasible .

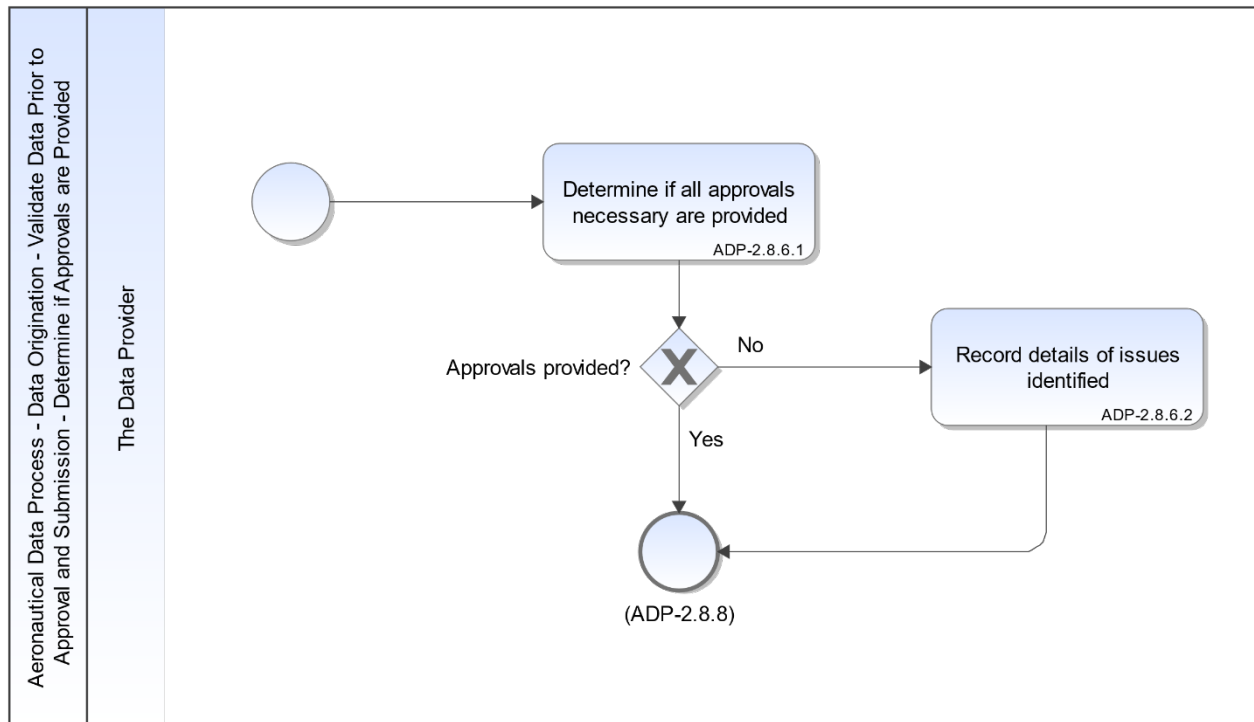
ADP-2.8.5.2 Determine if the Effective Date is Feasible

Title	ADP-2.8.5.2 Determine if the Effective Date is Feasible
Description	<ul style="list-style-type: none">Determine if the effective date provided is feasible.
Role	The Data Provider
Next Step	If the effective date is feasible, ADP-2.8.8 Determine if any Issues Were Identified . If the effective date is not feasible, ADP-2.8.5.3 Record Details of Issues Identified .

ADP-2.8.5.3 Record Details of Issues Identified

Title	ADP-2.8.5.3 Record Details of Issues Identified
Description	<ul style="list-style-type: none">Record details of the issues identified.
Role	The Data Provider
Next Step	ADP-2.8.8 Determine if any Issues Were Identified

ADP-2.8.6 Determine if Approvals are Provided



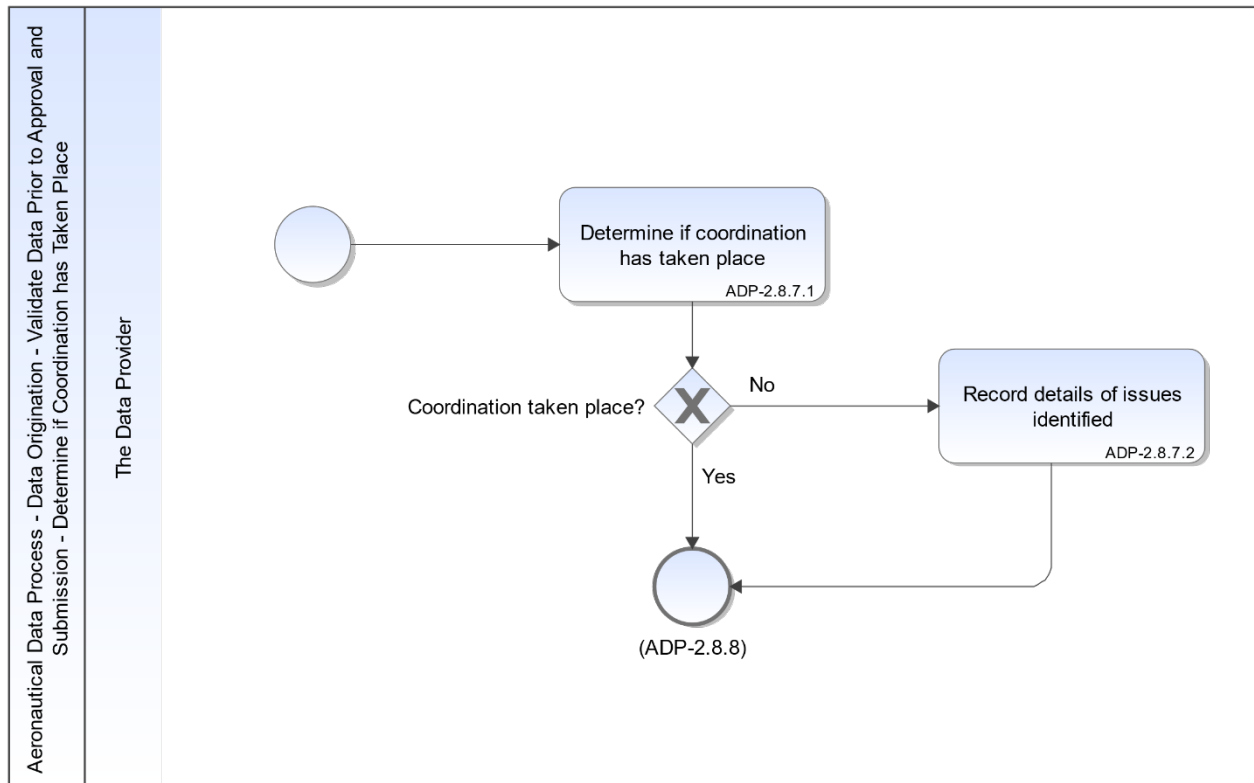
ADP-2.8.6.1 Determine if All Approvals Necessary are Provided

Title	ADP-2.8.6.1 Determine if All Approvals Necessary are Provided
Description	<ul style="list-style-type: none"> Determine if all the approvals required for the data have been obtained and attached, if required.
Notes	<ul style="list-style-type: none"> Details of the approvals required should be defined in formal arrangements or the Request for Origination.
Role	The Data Provider
Next Step	<p>If the approvals have been obtained and, if required, attached, ADP-2.8.8 Determine if any Issues Were Identified.</p> <p>If the approvals have not been obtained or are not attached, ADP-2.8.6.2 Record Details of Issues Identified.</p>

ADP-2.8.6.2 Record Details of Issues Identified

Title	ADP-2.8.6.2 Record Details of Issues Identified
Description	<ul style="list-style-type: none"> Record details of the issues identified.
Role	The Data Provider
Next Step	ADP-2.8.8 Determine if any Issues Were Identified

ADP-2.8.7 Determine if Coordination has Taken Place



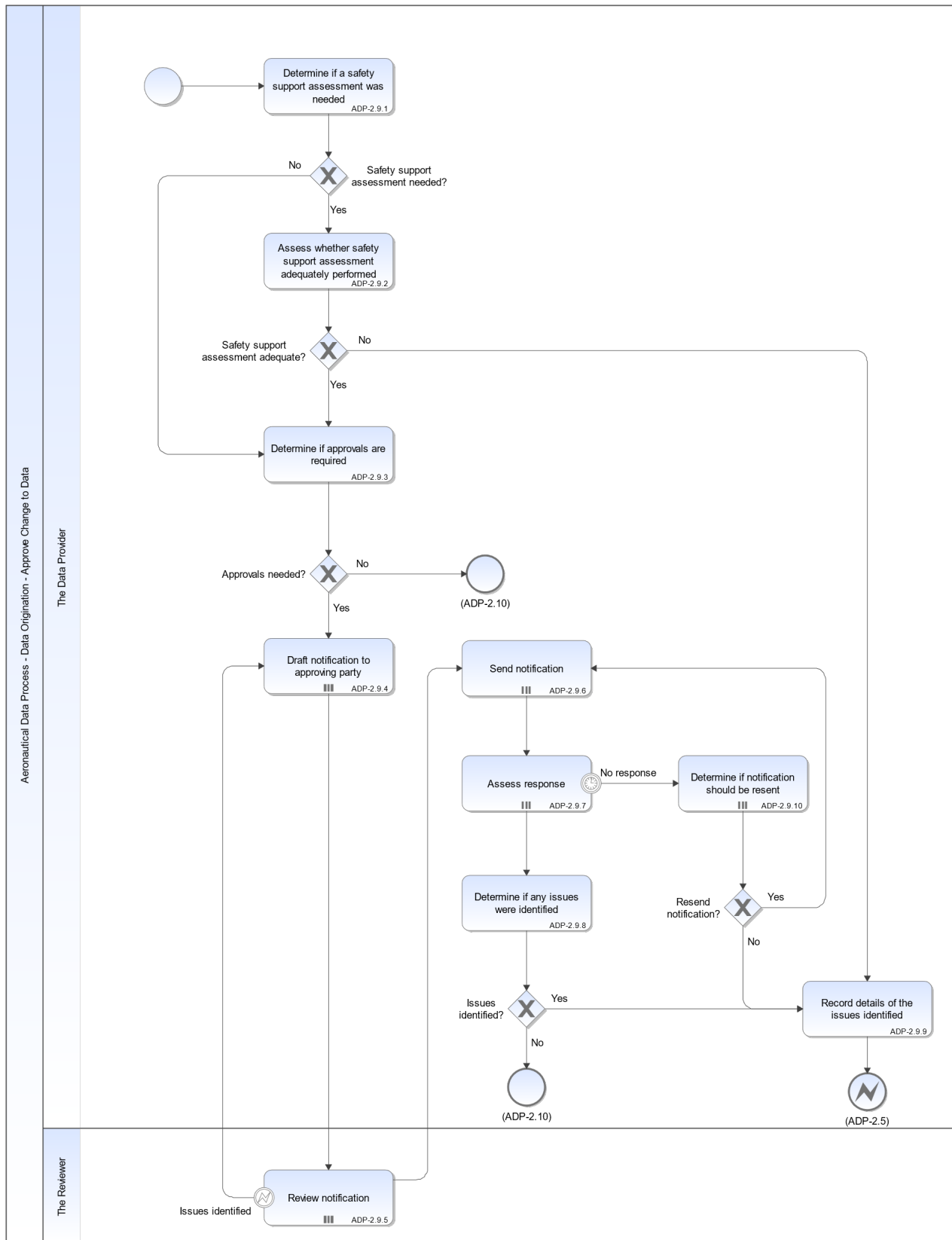
ADP-2.8.7.1 Determine if Coordination has Taken Place

Title	ADP-2.8.7.1 Determine if Coordination has Taken Place
Description	<ul style="list-style-type: none"> Determine if the data has been coordinated with all other parties, where required.
Notes	<ul style="list-style-type: none"> Details of the coordination required should be defined in formal arrangements or the Request for Origination.
Role	The Data Provider
Next Step	If coordination has taken place, ADP-2.8.8 Determine if any Issues Were Identified . If all the required coordination has not taken place, ADP-2.8.7.2 Record Details of Issues Identified .

ADP-2.8.7.2 Record Details of Issues Identified

Title	ADP-2.8.7.2 Record Details of Issues Identified
Description	<ul style="list-style-type: none"> Record details of the issues identified.
Role	The Data Provider
Next Step	ADP-2.8.8 Determine if any Issues Were Identified

ADP-2.9 Approve Change to Data



ADP-2.9.1 Determine if a Safety Support Assessment was Needed

Title	ADP-2.9.1 Determine if a Safety Support Assessment was Needed
Description	<ul style="list-style-type: none"> Determine if a Safety Support Assessment was required for the originated data.
Notes	<ul style="list-style-type: none"> A means of identifying data items or types of changes in need of safety support assessment should be put in place to reduce the risk of neglecting to perform a safety support assessment. Tools may be used to support the identification of data items in need of safety support assessment.
Role	The Data Provider
Next Step	<p>If a safety support assessment should have taken place, ADP-2.9.2 Assess Whether Safety Support Assessment Adequately Performed.</p> <p>If a safety support assessment was not needed, ADP-2.9.3 Determine if Approvals are Required.</p>

ADP-2.9.2 Assess Whether Safety Support Assessment Adequately Performed

Title	ADP-2.9.2 Assess Whether Safety Support Assessment Adequately Performed
Description	<ul style="list-style-type: none"> Determine if a safety support assessment was adequately performed for the originated data.
Role	The Data Provider
Next Step	<p>If the safety support assessment was adequate, ADP-2.9.3 Determine if Approvals are Required.</p> <p>If the safety support assessment was inadequate, ADP-2.9.9 Record Details of Issues Identified.</p>

ADP-2.9.3 Determine if Approvals are Required

Title	ADP-2.9.3 Determine if Approvals are Required
Description	<ul style="list-style-type: none"> Determine if approvals for the originated data need to be obtained.
Notes	<ul style="list-style-type: none"> Approvals may be required from the State Designated Authority. In determining the approvals required, consideration may be given to: <ul style="list-style-type: none"> Company / State policy(ies); The nature of the data that has been originated.
Role	The Data Provider
Next Step	<p>If approvals are required, ADP-2.9.4 Draft Notification to Approving Party.</p> <p>If approvals are not required, ADP-2.10 Prepare Data Change Request.</p>

ADP-2.9.4 Draft Notification to Approving Party

Title	ADP-2.9.4 Draft Notification to Approving Party
Description	<ul style="list-style-type: none"> Draft a notification to the approving party requesting the approval of the originated data.
Notes	<ul style="list-style-type: none"> The notification should provide a date by which a response is required. All information related to the originated data should be attached to the notification, including the original request.
Role	The Data Provider
Multiplicity	Multiple
Next Step	ADP-2.9.5 Review Notification

ADP-2.9.5 Review Notification

Title	ADP-2.9.5 Review Notification
Description	<ul style="list-style-type: none"> Review the notification to ensure that it is complete and clearly reflects the approval request.
Notes	<ul style="list-style-type: none"> The review should be undertaken by a different person to the person that drafted the notification.
Role	The Reviewer
Multiplicity	Multiple
Next Step	If the review does not identify any issues with the notification, ADP-2.9.6 Send Notification . If the review identifies issues with the notification, ADP-2.9.4 Draft Notification to Approving Party .

ADP-2.9.6 Send Notification

Title	ADP-2.9.6 Send Notification
Description	<ul style="list-style-type: none"> Send the notification to the approving party.
Notes	<ul style="list-style-type: none"> Details of the notification sent, including the date / time the contact was sent and the date by which a response is required, should be recorded.
Role	The Data Provider
Multiplicity	Multiple
Next Step	ADP-2.9.7 Assess Response

ADP-2.9.7 Assess Response

Title	ADP-2.9.7 Assess Response
Description	<ul style="list-style-type: none"> Assess the response received from the approving party to determine whether the originated data is approved.
Role	The Data Provider
Multiplicity	Multiple
Next Step	If a response was not received, ADP-2.9.10 Determine if Notification Should be Resent . If a response was received, ADP-2.9.8 Determine if Any Issues Were Identified .

ADP-2.9.8 Determine if Any Issues Were Identified

Title	ADP-2.9.8 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none">Determine if any issues were identified by the approving party.
Role	The Data Provider
Next Step	If issues were identified, ADP-2.9.9 Record Details of Issues Identified . If issues were not identified, ADP-2.10 Prepare Data Change Request .

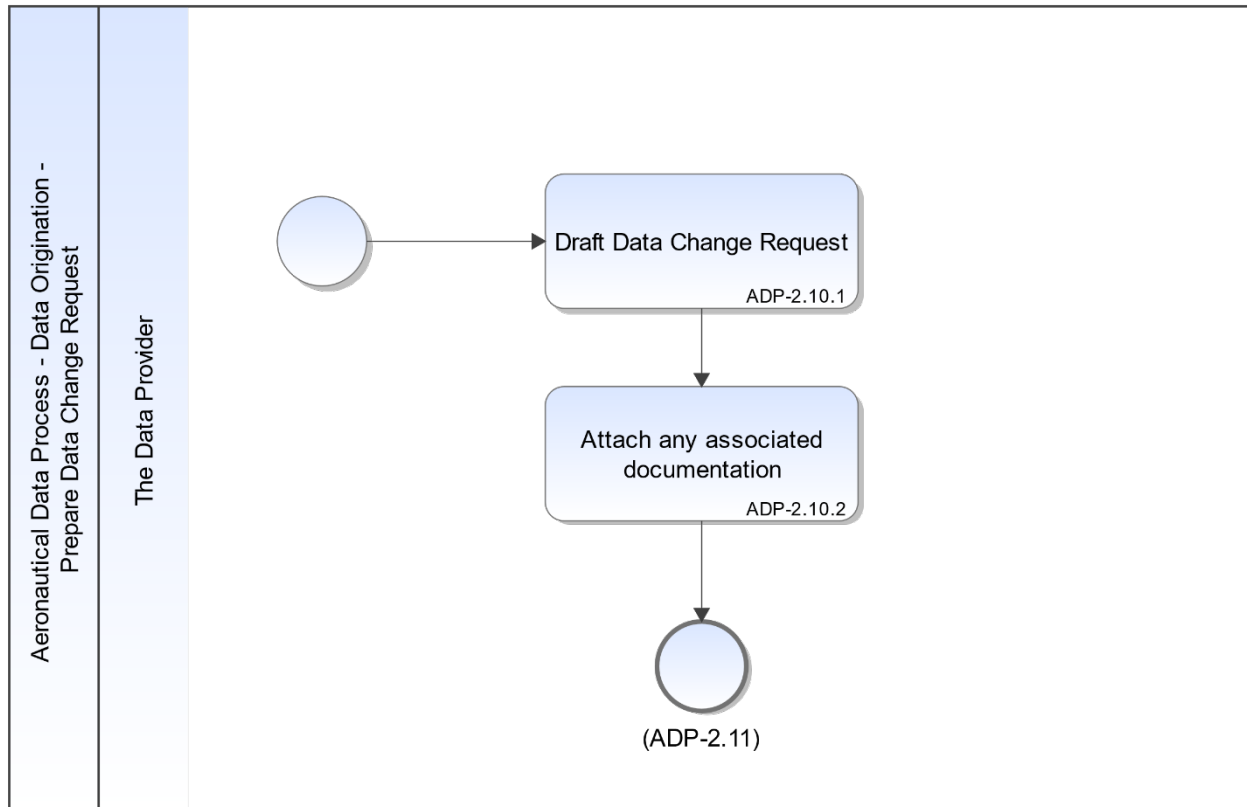
ADP-2.9.9 Record Details of Issues Identified

Title	ADP-2.9.9 Record Details of Issues Identified
Description	<ul style="list-style-type: none">Record details of the issues identified when approving the originated data.
Role	The Data Provider
Next Step	ADP-2.5 Originate Data

ADP-2.9.10 Determine if Notification Should be Resent

Title	ADP-2.9.10 Determine if Notification Should be Resent
Description	<ul style="list-style-type: none">Determine if the notification should be resent to the approving party.
Role	The Data Provider
Multiplicity	Multiple
Next Step	If the notification should be resent, ADP-2.9.6 Send Notification . If the notification should not be resent, ADP-2.9.9 Record Details of Issues Identified .

ADP-2.10 Prepare Data Change Request



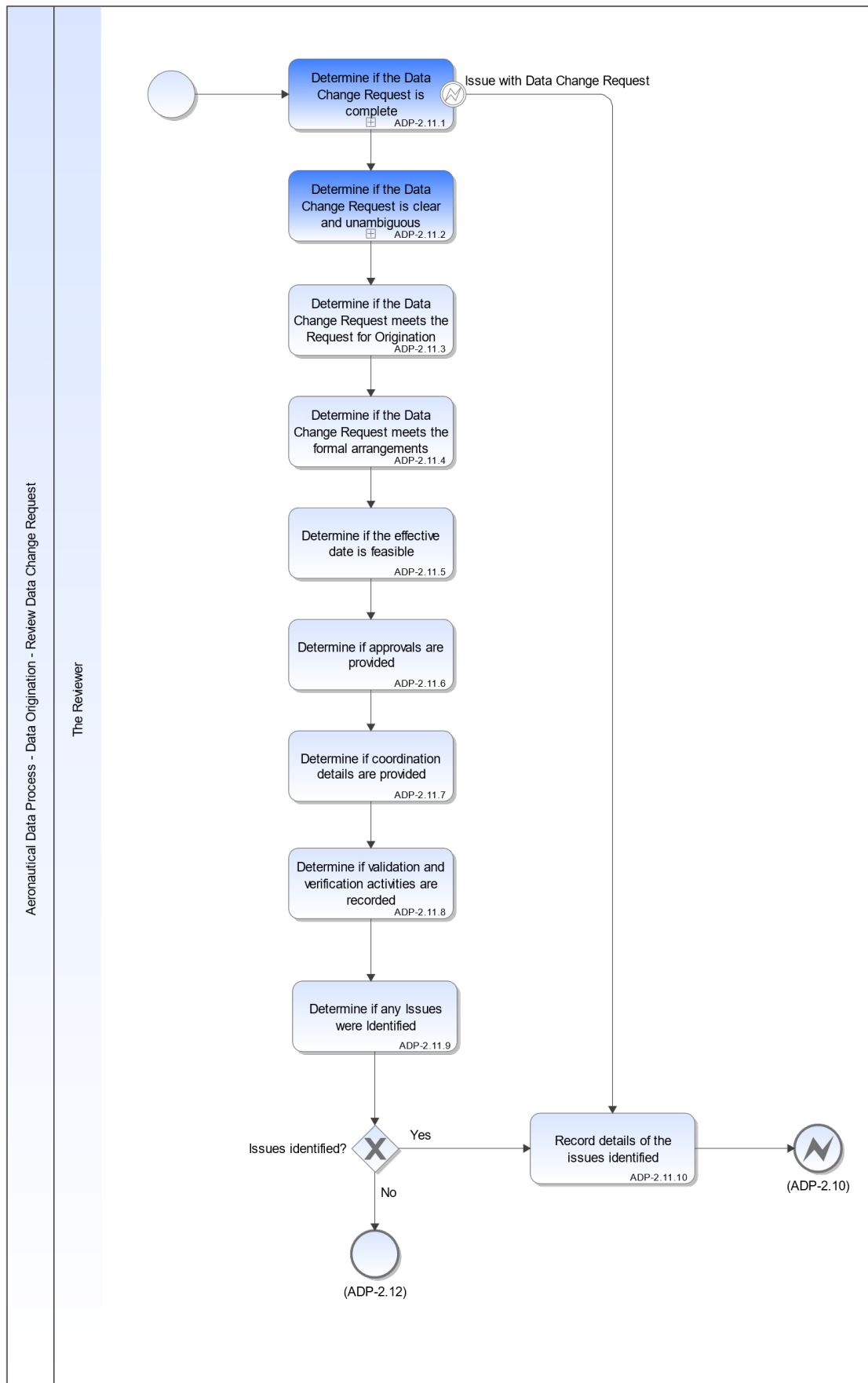
ADP-2.10.1 Draft Data Change Request

Title	ADP-2.10.1 Draft Data Change Request
Description	<ul style="list-style-type: none"> Draft the Data Change Request ensuring that: <ul style="list-style-type: none"> It is in accordance with any formal arrangements; It is in accordance with any Request for Origination; It is clear and unambiguous; It accurately reflects the status of the data (new, updated, deleted); It accurately reflects the originated data; It references any applicable UUIDs; It references any existing data, if applicable; It addresses any comments that may have been raised during any previous reviews of the Data Change Request.
Notes	<ul style="list-style-type: none"> Comments may have been raised in previous reviews of the Data Change Request and need to be addressed in order to meet the above criteria. The Data Change Request comprises data and metadata, as well as other supporting material associated with the data change. A Data Change Request may include the provision of electronic data sets. Data should be provided in accordance with globally interoperable aeronautical information exchange models, where possible.
Role	The Data Provider
Next Step	ADP-2.10.2 Attach Any Associated Documentation

ADP-2.10.2 Attach Any Associated Documentation

Title	ADP-2.10.2 Attach Any Associated Documentation
Description	<ul style="list-style-type: none">• Attach any documentation associated with the Data Change Request. This may include:<ul style="list-style-type: none">○ Approvals;○ Details of any safety support assessment / simulation performed.
Role	The Data Provider
Next Step	<i>ADP-2.11 Review Data Change Request</i>

ADP-2.11 Review Data Change Request



ADP-2.11.1 Determine if the Data Change Request is Complete

Title	ADP-2.11.1 Determine if the Data Change Request is Complete
Description	<ul style="list-style-type: none"> Review the Data Change Request to ensure that all the necessary information and associated documentation is included. Record any issues identified.
Notes	<ul style="list-style-type: none"> The review for completeness should ensure that any applicable UUIDs have been referenced in the Data Change Request.
Role	The Reviewer
Next Step	<p>If the Data Change Request is complete, ADP-2.11.2 Determine if the Data Change Request is Clear and Unambiguous.</p> <p>If the Data Change Request is incomplete, ADP-2.11.10 Record Details of Issues Identified.</p>

ADP-2.11.2 Determine if the Data Change Request is Clear and Unambiguous

Title	ADP-2.11.2 Determine if the Data Change Request is Clear and Unambiguous
Description	<ul style="list-style-type: none"> Review the Data Change Request to ensure that it is clear and unambiguous. Record any issues identified.
Role	The Reviewer
Next Step	ADP-2.11.3 Determine if Data Change Request Meets the Request for Origination

ADP-2.11.3 Determine if Data Change Request Meets the Request for Origination

Title	ADP-2.11.3 Determine if Data Change Request Meets the Request for Origination
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the data has been originated in accordance with the instructions included in the Request for Origination.
Notes	<ul style="list-style-type: none"> There may be some duplication with the checks made to confirm that the Data Change Request is in accordance with the formal arrangements, that approvals have been obtained and that coordination has taken place.
Role	The Reviewer
Next Step	ADP-2.11.4 Determine if Data Change Request Meets the Formal Arrangements

ADP-2.11.4 Determine if Data Change Request Meets the Formal Arrangements

Title	ADP-2.11.4 Determine if Data Change Request Meets the Formal Arrangements
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if it is in accordance with the formal arrangements, including: <ul style="list-style-type: none"> Format; Scope of data; Data quality requirements.
Notes	<ul style="list-style-type: none"> There may be some duplication with the checks made to confirm that the Data Change Request is in accordance with the Request for Origination, that approvals have been obtained and that coordination has taken place.
Role	The Reviewer
Next Step	ADP-2.11.5 Determine if the Effective Date is Feasible

ADP-2.11.5 Determine if the Effective Date is Feasible

Title	ADP-2.11.5 Determine if the Effective Date is Feasible
Description	<ul style="list-style-type: none"> Assess the effective date of the data included in the Data Change Request to confirm it is both included and feasible.
Role	The Reviewer
Next Step	ADP-2.11.6 Determine if Approvals are Provided

ADP-2.11.6 Determine if Approvals are Provided

Title	ADP-2.11.6 Determine if Approvals are Provided
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if all approvals that need to be provided have been acquired and are attached.
Notes	<ul style="list-style-type: none"> There may be some duplication with the checks made to confirm that the Data Change Request is in accordance with the formal arrangements, that the Data Change Request is in accordance with the Request for Origination and that coordination has taken place.
Role	The Reviewer
Next Step	ADP-2.11.7 Determine if Coordination Details are Provided

ADP-2.11.7 Determine if Coordination Details are Provided

Title	ADP-2.11.7 Determine if Coordination Details are Provided
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if all coordination that needed to be undertaken before the Data Change Request is submitted has been carried out and that details are provided.
Notes	<ul style="list-style-type: none"> There may be some duplication with the checks made to confirm that the Data Change Request is in accordance with the formal arrangements, that the Data Change Request is in accordance with the Request for Origination and that approvals have been obtained.
Role	The Reviewer
Next Step	ADP-2.11.8 Determine if Validation and Verification Activities are Recorded

ADP-2.11.8 Determine if Validation and Verification Activities are Recorded

Title	ADP-2.11.8 Determine if Validation and Verification Activities are Recorded
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if details of all the validation and verification activities carried out on the originated data have been included in the Data Change Request.
Notes	<ul style="list-style-type: none"> In validating the data, the AIS Provider relies on and will refer to the validation and verification activities applied to the data during the data origination process. Validation and verification activities during the data origination process are essential to ensure that the required data quality is achieved.
Role	The Reviewer
Next Step	ADP-2.11.9 Determine if Any Issues Were Identified

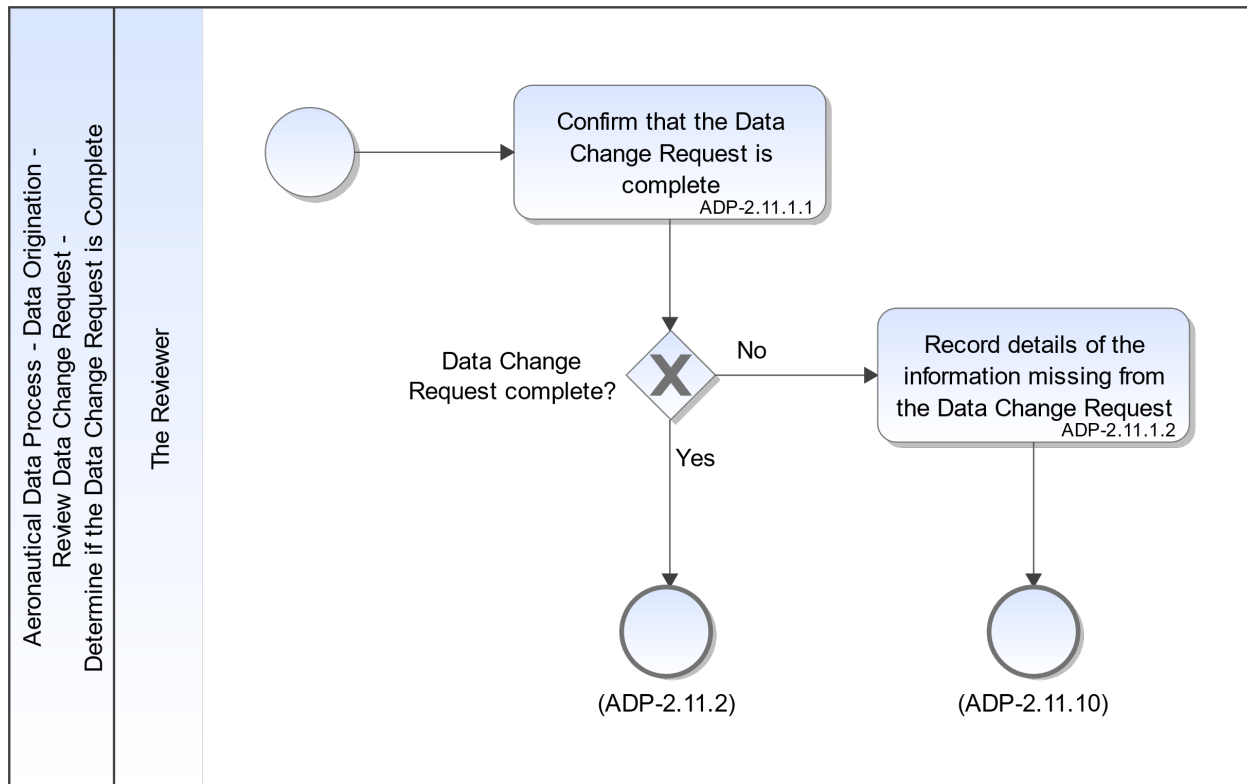
ADP-2.11.9 Determine if Any Issues Were Identified

Title	ADP-2.11.9 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none">Determine if issues were identified during the review of the Data Change Request.
Role	The Reviewer
Next Step	If issues were identified, ADP-2.11.10 Record Details of Issues Identified . If issues were not identified, ADP-2.12 Submit Data Change Request .

ADP-2.11.10 Record Details of Issues Identified

Title	ADP-2.11.10 Record Details of Issues Identified
Description	<ul style="list-style-type: none">Record details of the issues identified when reviewing the Data Change Request.
Role	The Reviewer
Next Step	ADP-2.10 Prepare Data Change Request

ADP-2.11.1 Determine if the Data Change Request is Complete



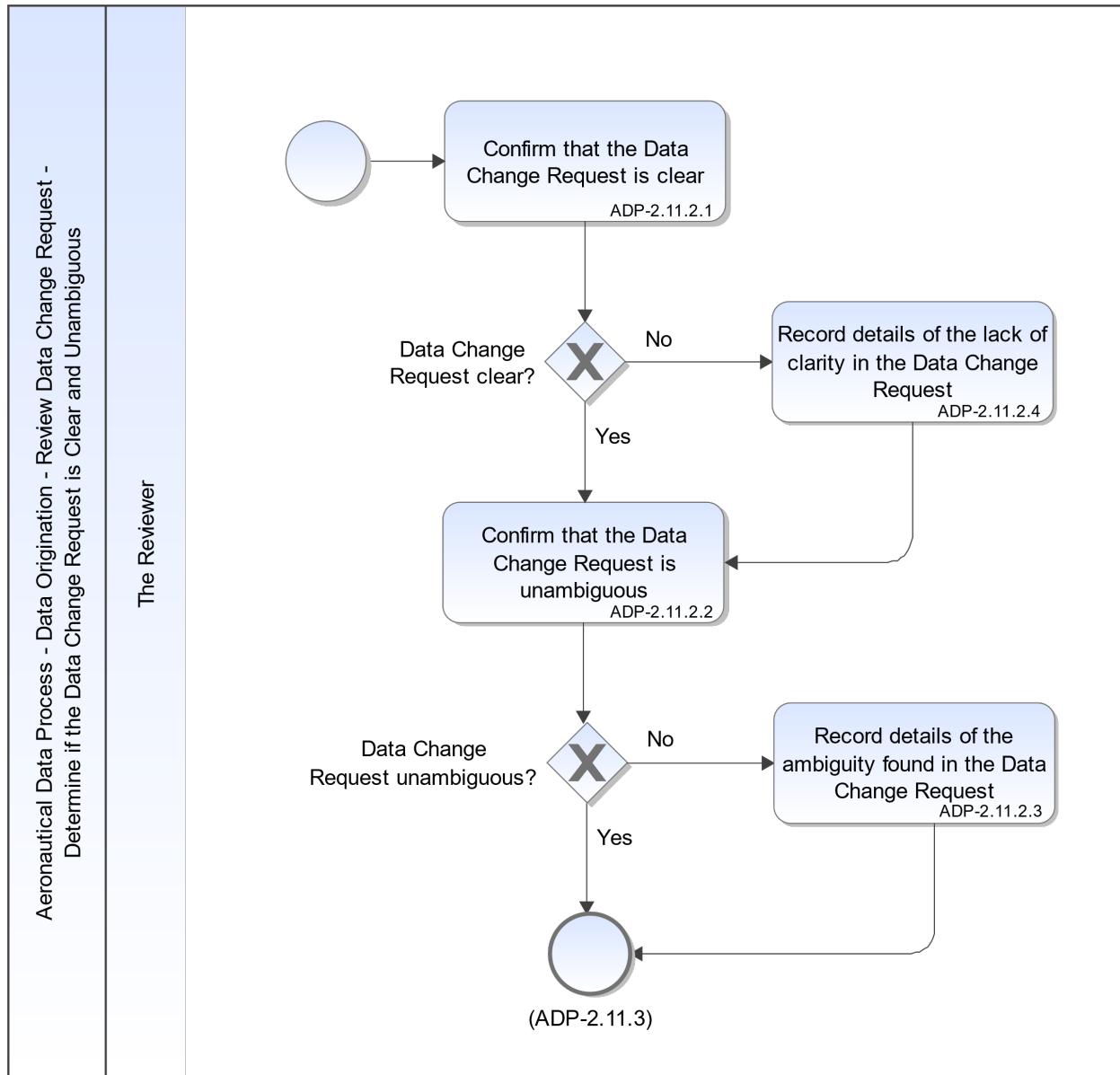
ADP-2.11.1.1 Confirm that the Data Change Request is Complete

Title	ADP-2.11.1.1 Confirm that the Data Change Request is Complete
Description	<ul style="list-style-type: none"> Assess the Data Change Request to ensure that all the necessary information has been provided.
Notes	<ul style="list-style-type: none"> The review for completeness should ensure that any applicable UUIDs have been referenced in the Data Change Request.
Role	The Reviewer
Next Step	If the Data Change Request is incomplete, ADP-2.11.1.2 Record Details of the Information Missing from the Data Change Request . If the Data Change Request is complete, ADP-2.11.2 Determine if the Data Change Request is Clear and Unambiguous .

ADP-2.11.1.2 Record Details of the Information Missing from the Data Change Request

Title	ADP-2.11.1.2 Record Details of the Information Missing from the Data Change Request
Description	<ul style="list-style-type: none"> Record that the Request for Origination was considered to be incomplete and identify the missing information.
Role	The Reviewer
Next Step	ADP-2.11.10 Record Details of Issues Identified

ADP-2.11.2 Determine if the Data Change Request is Clear and Unambiguous



ADP-2.11.2.1 Confirm that the Data Change Request is Clear

Title	ADP-2.11.2.1 Confirm that the Data Change Request is Clear
Description	<ul style="list-style-type: none"> Assess the Data Change Request to ensure that it is clear.
Role	The Reviewer
Next Step	<p>If the Data Change Request is unclear, ADP-2.11.2.4 Record Details of the Lack of Clarity in the Data Change Request.</p> <p>If the Approver found the Data Change Request to be clear, ADP-2.11.2.2 Confirm that the Data Change Request is Unambiguous.</p>

ADP-2.11.2.2 Confirm that the Data Change Request is Unambiguous

Title	ADP-2.11.2.2 Confirm that the Data Change Request is Unambiguous
Description	<ul style="list-style-type: none"> Assess the Data Change Request to ensure that it is unambiguous.
Role	The Reviewer
Next Step	<p>If the Data Change Request is ambiguous, ADP-2.11.2.3 Record Details of the Ambiguity Found in the Data Change Request.</p> <p>If the Data Change Request is unambiguous, ADP-2.11.3 Determine if Data Change Request Meets the Request for Origination.</p>

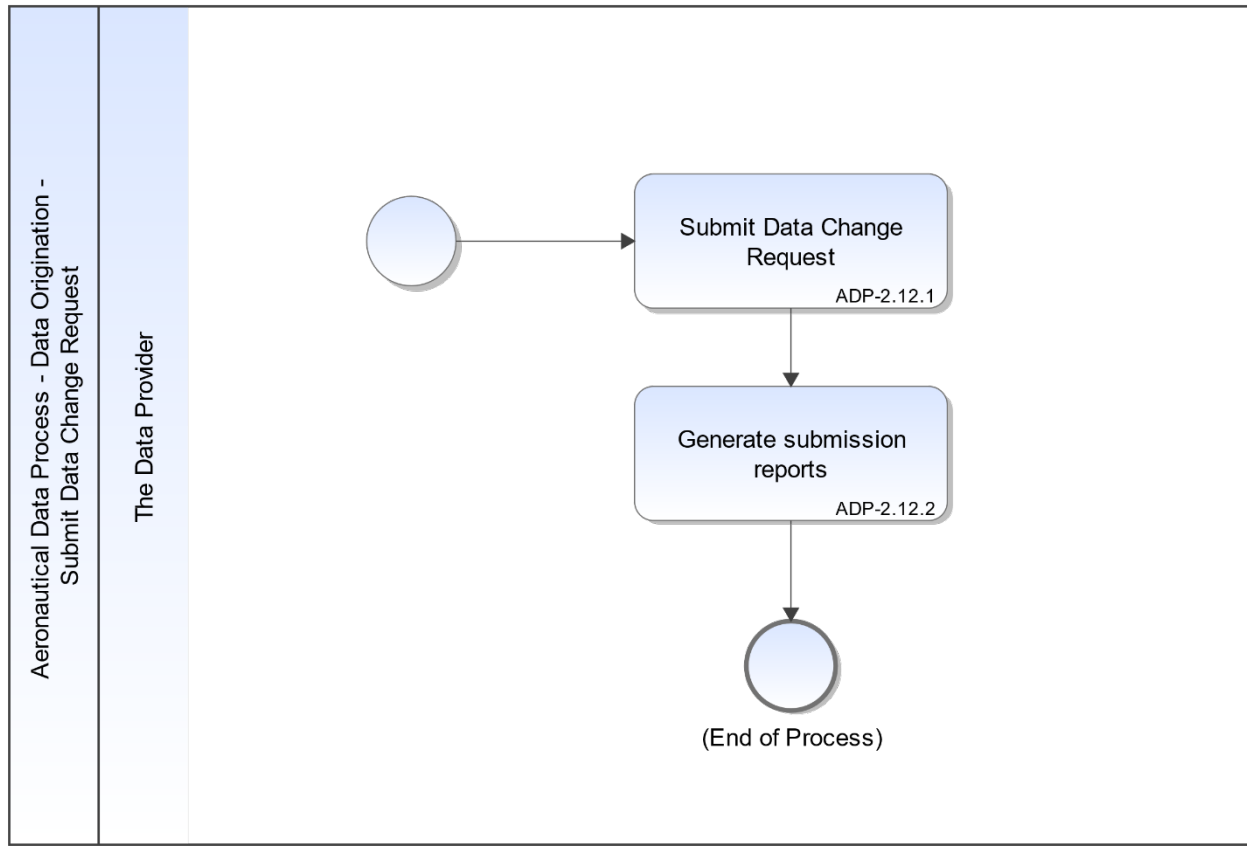
ADP-2.11.2.3 Record Details of the Ambiguity Found in the Data Change Request

Title	ADP-2.11.2.3 Record Details of the Ambiguity Found in the Data Change Request
Description	<ul style="list-style-type: none"> Record the ambiguities identified in the Data Change Request.
Role	The Reviewer
Next Step	ADP-2.11.3 Determine if Data Change Request Meets the Request for Origination

ADP-2.11.2.4 Record Details of the Lack of Clarity in the Data Change Request

Title	ADP-2.11.2.4 Record Details of the Lack of Clarity in the Data Change Request
Description	<ul style="list-style-type: none"> Record details of the lack of clarity identified in the Data Change Request.
Role	The Reviewer
Next Step	ADP-2.11.2.2 Confirm that the Data Change Request is Unambiguous

ADP-2.12 Submit Data Change Request



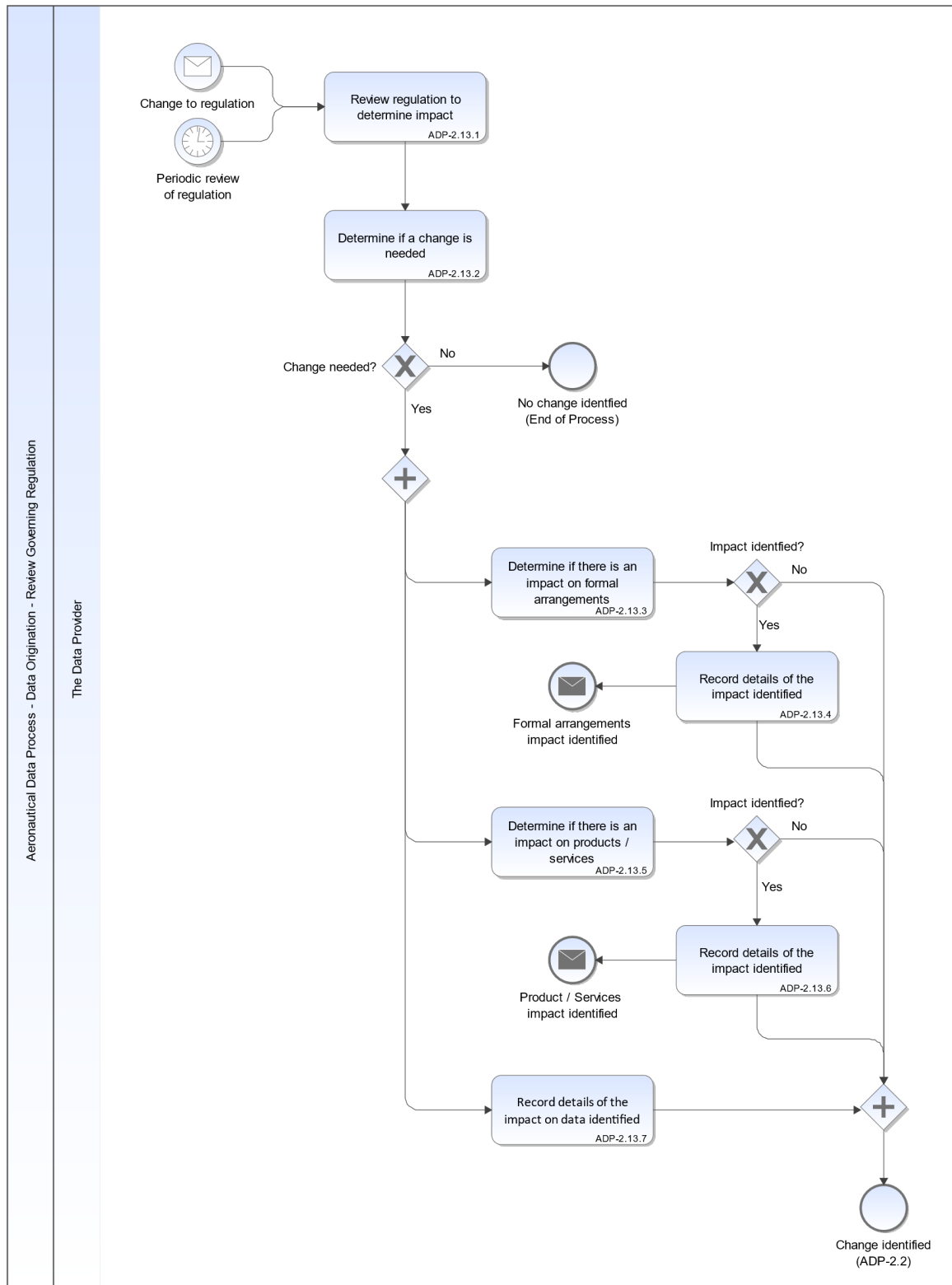
ADP-2.12.1 Submit Data Change Request

Title	ADP-2.12.1 Submit Data Change Request
Description	<ul style="list-style-type: none"> Submit the Data Change Request in accordance with any formal arrangements / Request for Origination.
Notes	<ul style="list-style-type: none"> Data should be exchanged through electronic means. At this stage of the process, as part of the submission activity, the Data Change Request may now be stored digitally within the system of the organisation to which it is being submitted, depending on the tools in place. Business rules and system reporting may support the validation of the Data Change Request provided.
Role	The Data Provider
Next Step	ADP-2.12.2 Generate Submission Reports

ADP-2.12.2 Generate Submission Reports

Title	ADP-2.12.2 Generate Submission Reports
Description	<ul style="list-style-type: none"> Generate any submission reports available through systems / tools used to submit the Data Change Request.
Notes	<ul style="list-style-type: none"> Submission reports should be saved.
Role	The Data Provider
Next Step	End of process

ADP-2.13 Review Governing Regulation



ADP-2.13.1 Review Regulation to Determine Impact

Title	ADP-2.13.1 Review Regulation to Determine Impact
Description	<ul style="list-style-type: none"> Review the regulation taking into consideration the potential impact on data.
Notes	<ul style="list-style-type: none"> This process may be triggered as a result of a periodic review of regulation or of a notified change to regulation.
Role	The Data Provider
Next Step	ADP-2.13.2 Determine if a Change is Needed

ADP-2.13.2 Determine if a Change is Needed

Title	ADP-2.13.2 Determine if a Change is Needed
Description	<ul style="list-style-type: none"> Determine if there is a change required to data as a result of a regulation.
Role	The Data Provider
Next Step	<p>If a change to data is needed, in parallel:</p> <ul style="list-style-type: none"> ADP-2.13.3 Determine if There is an Impact on Formal Arrangements; ADP-2.13.5 Determine if There is an Impact on Products / Services; ADP-2.13.7 Record Details of the Impact on Data Identified. <p>If no change to data is needed, end of process.</p>

ADP-2.13.3 Determine if There is an Impact on Formal Arrangements

Title	ADP-2.13.3 Determine if There is an Impact on Formal Arrangements
Description	<ul style="list-style-type: none"> Determine if the identified change has an impact on formal arrangements, either the amendment of existing formal arrangements or the establishment of new ones.
Role	The Data Provider
Next Step	<p>If a change is needed to formal arrangements, ADP-2.13.4 Record Details of the Impact Identified.</p> <p>If no change is needed to formal arrangements, ADP-2.2 Analyse Requirement for Change.</p>

ADP-2.13.4 Record Details of the Impact Identified

Title	ADP-2.13.4 Record Details of the Impact Identified
Description	<ul style="list-style-type: none"> Record details of the impact identified on formal arrangements, either the amendment of existing formal arrangements or the establishment of new ones.
Notes	<ul style="list-style-type: none"> Changes to existing formal arrangements should be managed using the oversight activities detailed within the formal arrangements themselves or by other management processes.
Role	The Data Provider
Next Step	<p>The process to initiate the establishment of, or update of existing, formal arrangements should be initiated in accordance with the management system and / or the oversight process defined in the formal arrangements, and ADP-2.2 Analyse Requirement for Change.</p> <p>If no change is needed to formal arrangements, ADP-2.2 Analyse Requirement for Change.</p>

ADP-2.13.5 Determine if There is an Impact on Products / Services

Title	ADP-2.13.5 Determine if There is an Impact on Products / Services
Description	<ul style="list-style-type: none"> Determine if the identified change has an impact on products / services, either the amendment of an existing product / service or the establishment of a new one.
Role	The Data Provider
Next Step	<p>If a change is needed to products / services, ADP-2.13.6 Record Details of the Impact Identified.</p> <p>If no change is needed to products / services, ADP-2.2 Analyse Requirement for Change.</p>

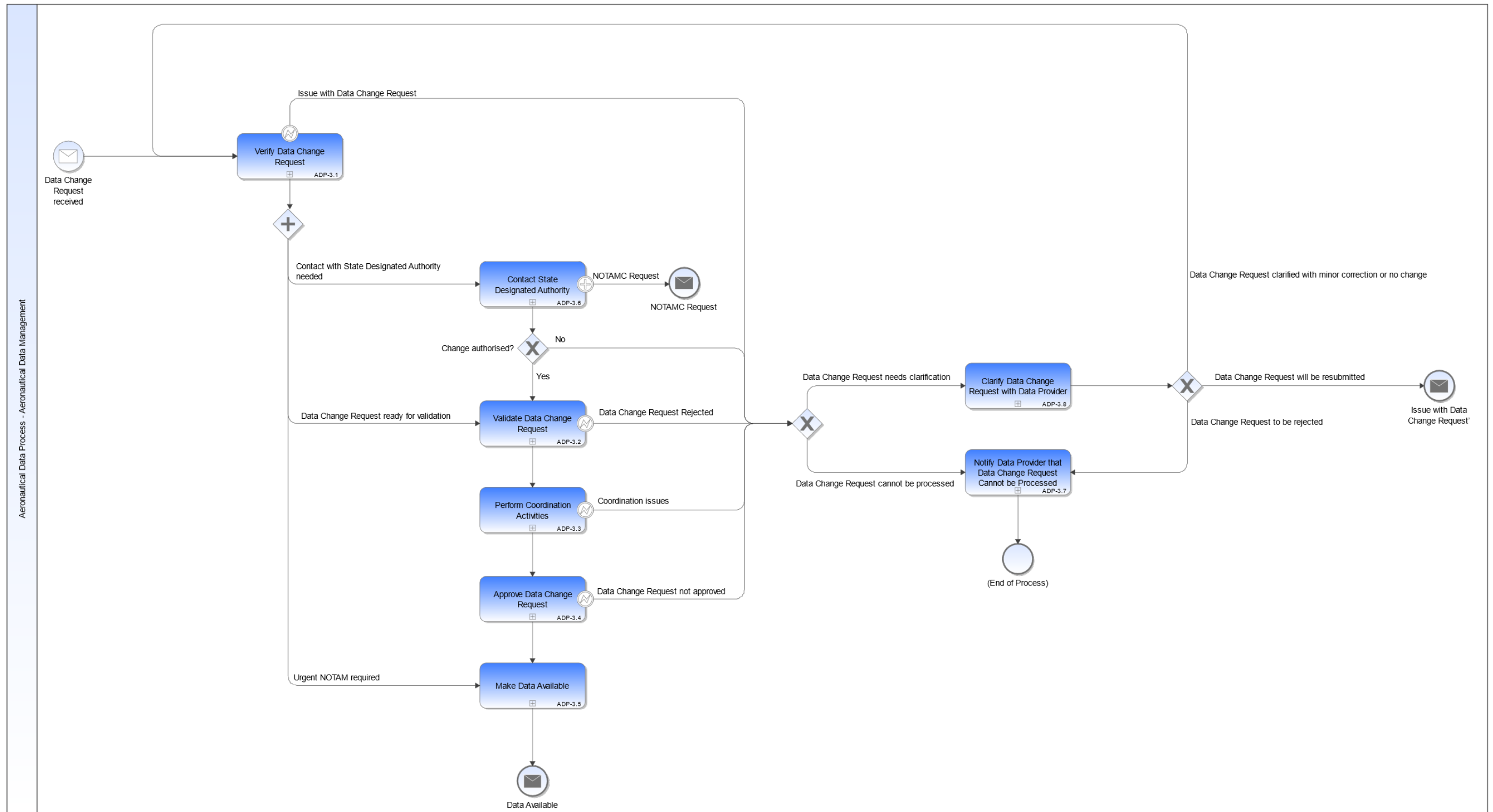
ADP-2.13.6 Record Details of the Impact Identified

Title	ADP-2.13.6 Record Details of the Impact Identified
Description	<ul style="list-style-type: none"> Record details of the impact identified on products / services, either the amendment of an existing product / service or the creation of a new one.
Role	The Data Provider
Next Step	The Quality Management System Product Monitoring process should be initiated to address the need to update / create products / services and ADP-2.2 Analyse Requirement for Change .

ADP-2.13.7 Record Details of the Impact on Data Identified

Title	ADP-2.13.7 Record Details of the Impact on Data Identified
Description	<ul style="list-style-type: none"> Record details of the impact on data identified.
Role	The Data Provider
Next Step	ADP-2.2 Analyse Requirement for Change

ADP-3 Data Management



ADP-3.1 Confirm that the Data Change Request Contains Aeronautical Information

Title	ADP-3.1 Verify Data Change Request
Description	<ul style="list-style-type: none"> • Verify the Data Change Request to confirm that: <ul style="list-style-type: none"> ○ The Data Change Request is applicable as aeronautical information; ○ The Data Change Request has no timeliness issues; ○ System reports do not identify any issues, where applicable; ○ The Data Provider of the Data Change Request is authorised to provide the data items contained in the Data Change Request; ○ The data provided in the Data Change Request is complete; ○ The Data Change Request is clear and unambiguous. • If applicable, renegotiate the effective date; • Generate verification reports; • Determine if there is a need to contact the State Designated Authority.
Notes	<ul style="list-style-type: none"> • The trigger for this process is the availability of a new Data Change Request or a Data Change Request that has been clarified with the Data Provider. • In most cases, the AIS Provider will lead the Data Management process. • A Data Change Request may have been generated by a tool, or provided by an internal or external Data Provider. • At this stage, the data may have been entered, through a Data Provision tool, in a centralised datastore in an isolated state and business rules may have been applied. • Data may be entered in a datastore(s) at this stage of the process. If so, the data should be stored in accordance with the supporting process ADP-7 Store Digital Data (Supporting Process). • In some cases, a Data Change Request may have been requested late and the effective date may be renegotiated. • In exceptional situations, it may be determined that an Urgent NOTAM is required to ensure the safety of flight but, due to time/resource constraints, not all quality assurance steps can be undertaken prior to issue. However, as a minimum it shall be ensured that: <ul style="list-style-type: none"> ○ data is originated by the Data Provider and/or eligible/reasonable source; ○ the data content is plausible; ○ all the necessary information required for the information to be notified immediately has been provided. • In the case of a need to issue an Urgent NOTAM, in addition to making the data available immediately, the Data Change Request will follow the normal process, ensuring that all necessary quality checks are undertaken on the data.
Next Step	<p>If the Data Change Request needs clarification, ADP-3.8 Clarify Data Change Request with Data Provider.</p> <p>If the Data Change Request cannot be processed, ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed.</p> <p>If the State Designated Authority needs to be contacted, ADP-3.6 Contact State Designated Authority.</p> <p>If the Data Change Request may be processed, ADP-3.2 Validate Data Change Request.</p> <p>If an Urgent NOTAM is needed, in <u>parallel</u> to the above, ADP-3.5 Make Data Available.</p>

ADP-3.2 Validate Data Change Request

Title	ADP-3.2 Validate Data Change Request
Description	<ul style="list-style-type: none"> • Validate the Data Change Request by performing the following activities: <ul style="list-style-type: none"> ○ Assess system reports; ○ Confirm that the Data Change Request is complete; ○ Confirm that the Data Change Request is in accordance with formal arrangements; ○ Confirm that the Data Change Request is in accordance with any Request for Origination issued; ○ Confirm that the effective date is provided and feasible; ○ Confirm that any agreed approvals have been provided; ○ Confirm that any agreed coordination activities have taken place; ○ Confirm that any limitations on the data are specified. • Perform plausibility checks to identify errors in the data provided. • Generate validation reports. • Determine if a second validation needs to be performed. • Determine if the Data Provider needs to be contacted.
Notes	<ul style="list-style-type: none"> • The trigger for this process is the availability of a new verified Data Change Request or a Data Change Request that has been authorised by the State Designated Authority. • In validating the data, the AIS Provider relies on, and will refer to, the validation and verification activities applied to the data during the data origination process. • Validation and verification activities during the data origination process are essential to ensure that the required data quality is achieved. • In exceptional circumstances, data that does not meet its data quality requirements may be annotated as such and processing may continue. • Limitations may result in the data not being useable. • Qualified tools and business rules may support the validation process. • Data may be entered in a datastore(s) at this stage of the process. If so, the data should be stored in accordance with the supporting process ADP-7 Store Digital Data (Supporting Process). • Plausibility checks should be determined for different data types. • ICAO Doc 10066 Chapter 2, Section 2.1.2 [7] provides suggestions of activities that may be undertaken to validate and verify data.
Next Step	<p>If the Data Change Request is validated successfully, ADP-3.3 Perform Coordination Activities.</p> <p>If the Data Change Request is rejected, ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed.</p> <p>If the Data Provider should be contacted, ADP-3.8 Clarify Data Change Request with Data Provider.</p>

ADP-3.3 Perform Coordination Activities

Title	ADP-3.3 Perform Coordination Activities
Description	<ul style="list-style-type: none"> • Perform internal consistency checks of data, to ensure that the data is consistent and that the data associated with the Data Change Request exists. • Analyse capacity of and impact on internal resources. • If required, coordinate Data Change Request with other State(s) / party(ies). • Determine if a safety support assessment is required and, if required, conduct this. • Determine if the Data Provider needs to be contacted.
Notes	<ul style="list-style-type: none"> • Automated checks may be applied to data held in datastore(s). • Consideration may be required of the resources needed to prepare products in which the Data Change Request will be included within the indicated timescales, and the extent of the changed required. • Liaison may be needed within the organisation to secure adequate resources. • A means of identifying data items or types of changes in need of coordination and safety support assessment should be put in place to reduce the risk of neglecting to perform a coordination / safety support assessment activity. • Tools may be used to support the identification of data items in need of coordination / safety support assessment. • Coordination may involve discussions with other State(s) / party(ies) or it may include technical coordination through the consistency checking of data / products or ensuring that the correct version of the other State's data is obtained, for example.
Next Step	<p>If the Data Change Request is rejected, ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed.</p> <p>If the Data Provider should be contacted, ADP-3.8 Clarify Data Change Request with Data Provider.</p> <p>If coordination activities are successful, ADP-3.4 Approve Data Change Request.</p>

ADP-3.4 Approve Data Change Request

Title	ADP-3.4 Approve Data Change Request
Description	<ul style="list-style-type: none"> • Approve the Data Change Request by performing the following activities: <ul style="list-style-type: none"> ○ Assess system reports; ○ Confirm that the verification and validation activities have been carried out correctly; ○ Confirm that the Data Change Request is complete; ○ Confirm that the Data Provider of the Data Change Request is authorised to provide the data items contained in the Data Change Request; ○ Confirm that the Data Change Request is clear and unambiguous; ○ Confirm that the Data Change Request is in accordance with formal arrangements; ○ Confirm that the Data Change Request is in accordance with any Request for Origination issued; ○ Confirm that the effective date is provided and feasible; ○ Confirm that any agreed approvals have been provided; ○ Confirm that any agreed coordination activities have taken place; ○ Confirm that any limitations on the data are specified. • Perform plausibility checks to identify errors in the data provided. • Determine if the Data Provider needs to be contacted.
Notes	<ul style="list-style-type: none"> • Qualified tools and business rules may support the validation process. • In validating the data, the AIS Provider relies on and will refer to the validation and verification activities applied to the data during the data origination process. • Validation and verification activities during the data origination process are essential to ensure that the required data quality is achieved. • Plausibility checks should be determined for different data types. • Limitations may result in the data not being useable. • In exceptional circumstances, data that does not meet its data quality requirements may be annotated as such and processing may continue.
Next Step	<p>If the Data Change Request is approved, ADP-3.5 Make Data Available.</p> <p>If the Data Change Request is rejected, ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed.</p> <p>If the Data Provider should be contacted, ADP-3.8 Clarify Data Change Request with Data Provider.</p>

ADP-3.5 Make Data Available

Title	ADP-3.5 Make Data Available
Description	<ul style="list-style-type: none">• Generate system reports.• Determine if any data requiring annotation is marked.• Determine if the data is stored.• Store the data, if required.• Set the status of the data to available and notify the availability of the data.
Notes	<ul style="list-style-type: none">• System reports may be used to identify issues with stored data, as well as to identify that all the required data has been stored.• In addition, the report may be used to ensure that only the required changes have been made to stored data.• In exceptional circumstances, data that does not meet its data quality requirements may be annotated as such and made available.• Data being made available as an Urgent NOTAM may have deficiencies.• Data to be made available as an Urgent NOTAM that has not been subject to full data assurance should be annotated so the user is aware that the data may not meet its data quality requirements.• In order to ensure product consistency, data should not be duplicated within the data store.• Textual data may also be stored in a datastore(s).• Appropriate checks commensurate with the required level of assurance should be performed to ensure the data has been successfully stored. Business rules and system reporting may support the validation of the data being stored.• If the data being made available as an Urgent NOTAM has any deficiencies, then these must be identified.• Automatic notifications may be issued.
Next Step	End of process

ADP-3.6 Contact State Designated Authority

Title	ADP-3.6 Contact State Designated Authority
Description	<ul style="list-style-type: none"> • Contact the State Designated Authority to discuss any issues with the received Data Change Request. • Assess the response received to determine if the Data Change Request is authorised / issues have been clarified. • Determine if the Data Provider Registration process should be followed. • Determine if an Urgent NOTAM was issued. • Create a Data Change Request for a NOTAMC, if applicable, to cancel the Urgent NOTAM already issued, • Contact the Data Provider, if required.
Notes	<ul style="list-style-type: none"> • The State Designated Authority may need to be contacted for a variety of reasons, such as a Data Change Request provided by a Data Provider that is not authorised or because the content of the Data Change Request requires clarification. • The Data Provider to be contacted may be the Data Provider that submitted the Data Change Request or the authorised Data Provider if these are not the same. • The authorised Data Provider may need to be informed that data for which it is responsible was submitted by another Data Provider. • If the Data Change Request was rejected by the State Designated Authority as it was considered that the Data Provider was not in a position to provide the Data Change Request then the authorised Data Provider may be contacted to request that the data in question is reviewed and, if required, a Data Change Request submitted in accordance with the formal arrangements in place. • The authorised Data Provider may need to be informed that data for which it is responsible was submitted by another Data Provider and approved for publication by the State Designated Authority. • If the Data Provider is not authorised, he/she may need to be advised of the formal process in place within the State for the provision of the data in question. • If the Data Provider is not the authorised Data Provider for the items in question, it may be recommended by the State Designated Authority that the Data Provider applies to become the authorised Data Provider in accordance with the Data Provider Registration process. • NOTAM should be prepared in accordance with EUROCONTROL-GUID-0121 (EUROCONTROL Guidelines for Operating Procedures for AIS Dynamic Data (OPADD)) [14].
Next Step	<p>If the Data Change Request is not authorised, ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed.</p> <p>If Data Change Request is authorised, ADP-3.2 Validate Data Change Request.</p>

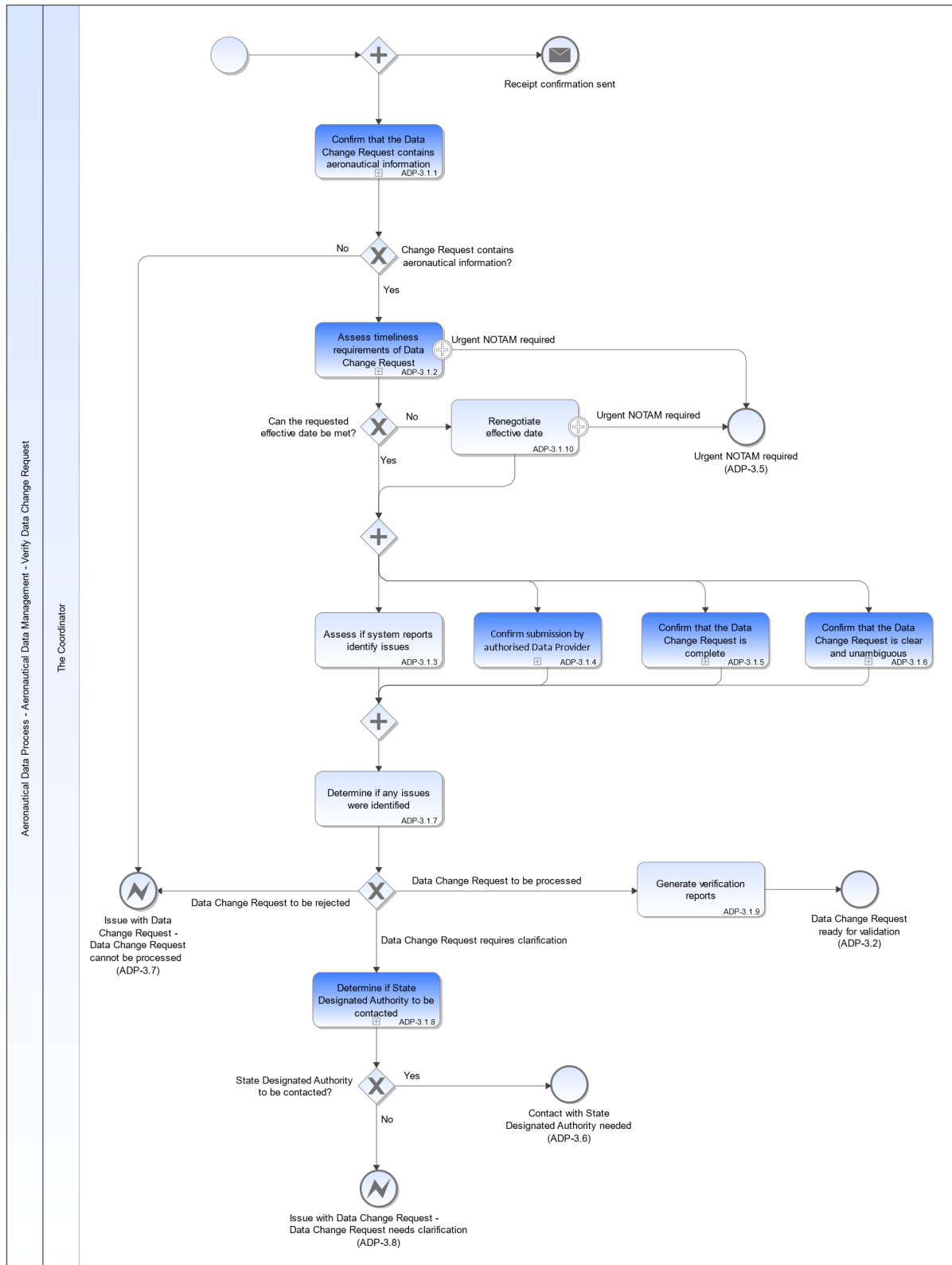
ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed

Title	ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed
Description	<ul style="list-style-type: none"> Contact the Data Provider to inform them that the Data Change Request could not be processed, detailing the reasons for this.
Notes	<ul style="list-style-type: none"> If the Data Change Request contained data that was not of aeronautical use, inform the Data Provider that this was the case and that the AIS Provider is not able to process data of this nature. Notifying the Data Provider of the reasons for rejection may help prevent similar errors in the future.
Next Step	End of process

ADP-3.8 Clarify Data Change Request with Data Provider

Title	ADP-3.8 Clarify Data Change Request with Data Provider
Description	<ul style="list-style-type: none"> Contact the Data Provider to notify them of the issues requiring clarification. Assess the response received from the Data Provider. Assess the impact of the response on the Data Change Request, i.e., the Data Change Request requires amendment, needs minor corrections, needs to be resubmitted or is rejected. If required, update the Data Change Request with the minor corrections required.
Notes	<ul style="list-style-type: none"> A Data Change Request whose content is not fully understood shall not proceed through the remainder of this process until its intent is resolved. Agree with the Data Provider that any significant change required to the Data Change Request will require the resubmission of the Data Change Request. Any change to the data itself requires the Data Change Request to be resubmitted.
Next Step	<p>If the Data Change Request is clarified without any changes or with minor corrections, ADP-3.1 Verify Data Change Request.</p> <p>If the Data Change Request needs to be resubmitted, end of process.</p> <p>If the Data Change Request is rejected, ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed.</p>

ADP-3.1 Verify Data Change Request



ADP-3.1.1 Confirm that the Data Change Request Contains Aeronautical Information

Title	ADP-3.1.1 Confirm that the Data Change Request Contains Aeronautical Information
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the content contains information that affects the territory of the State and impacts aviation.
Notes	<ul style="list-style-type: none"> The trigger for this process is the availability of a new Data Change Request or a Data Change Request that has been clarified with the Data Provider. In most cases, the AIS Provider will lead the Data Management process. A Data Change Request may have been generated by a tool, or provided by an internal or external Data Provider. If required and where applicable, the Data Provider may be notified that the Data Change Request has been successfully received. At this stage, the data may have been entered, through a Data Provision tool, in a centralised datastore in an isolated state and business rules may have been applied. If not already stored, data may be entered in a datastore(s) at this stage of the process. If so, the data should be stored in accordance with the supporting process ADP-7 Store Digital Data (Supporting Process). Textual data may also be stored in a datastore(s). Business rules and system reporting may support the validation of the data to be stored.
Role	The Coordinator
Next Step	<p>If the Data Change Request contains aeronautical information, ADP-3.1.2 Assess Timeliness Requirements of Data Change Request.</p> <p>If the Data Change Request does not contain aeronautical information, ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed.</p>

ADP-3.1.2 Assess Timeliness Requirements of Data Change Request

Title	ADP-3.1.2 Assess Timeliness Requirements of Data Change Request
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if there are timeliness issues with it, including the need for an Urgent NOTAM and the feasibility of the effective date.
Notes	<ul style="list-style-type: none"> In exceptional situations, it may be determined that an Urgent NOTAM is required to ensure the safety of flight but not all quality assurance steps can be undertaken prior to issue due to time/resource constraints. However, as a minimum it shall be ensured that: <ul style="list-style-type: none"> data is originated by the Data Provider and/or eligible/reasonable source; the data content is plausible; all the necessary information required for the information to be notified immediately has been provided. In the case of a need to issue an Urgent NOTAM, in addition to making the data available immediately, the Data Change Request will follow the normal process, ensuring that all necessary quality checks are undertaken on the data. In some cases, a Data Change Request may have been requested late and the effective date may be renegotiated. Cases may include: <ul style="list-style-type: none"> notification of a new ILS with associated procedures effective immediately (or before first possible effective date for regular (AIRAC) AMDT (and the old ILS and procedures cannot be restored); immediate runway closure due to works in progress (and runway cannot be restored). Normal work-related operational impacts should respect at least the minimum notification deadline for NOTAM.
Role	The Coordinator
Next Step	<p>If the effective date cannot be met and an Urgent NOTAM is not needed, ADP-3.1.10 Renegotiate Effective Date.</p> <p>If the effective date cannot be met and an Urgent NOTAM is needed, ADP-3.1.10 Renegotiate Effective Date and, in parallel, ADP-3.5 Make Data Available.</p> <p>If the effective date can be met but an Urgent NOTAM is needed, ADP-3.5 Make Data Available and, in parallel:</p> <ul style="list-style-type: none"> ADP-3.1.3 Assess if System Reports Identify Issues; ADP-3.1.4 Confirm Submission by Authorised Data Provider; ADP-3.1.5 Confirm that the Data Change Request is Complete; ADP-3.1.6 Confirm that the Data Change Request is Clear and Unambiguous. <p>If the effective date can be met and an Urgent NOTAM is not needed, in parallel:</p> <ul style="list-style-type: none"> ADP-3.1.3 Assess if System Reports Identify Issues; ADP-3.1.4 Confirm Submission by Authorised Data Provider; ADP-3.1.5 Confirm that the Data Change Request is Complete; ADP-3.1.6 Confirm that the Data Change Request is Clear and Unambiguous.

ADP-3.1.3 Assess if System Reports Identify Issues

Title	ADP-3.1.3 Assess if System Reports Identify Issues
Description	<ul style="list-style-type: none"> If system reports are available, determine if these identify any issues with the Data Change Request.
Role	The Coordinator
Next Step	ADP-3.1.7 Determine if Any Issues Were Identified

ADP-3.1.4 Confirm Submission by Authorised Data Provider

Title	ADP-3.1.4 Confirm Submission by Authorised Data Provider
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the Data Provider is authorised to provide the data items contained in the Data Change Request. Any issues identified should be recorded.
Role	The Coordinator
Next Step	ADP-3.1.7 Determine if Any Issues Were Identified

ADP-3.1.5 Confirm that the Data Change Request is Complete

Title	ADP-3.1.5 Confirm that the Data Change Request is Complete
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the core information necessary for further processing is included in the Data Change Request. Any issues identified should be recorded.
Role	The Coordinator
Next Step	ADP-3.1.7 Determine if Any Issues Were Identified

ADP-3.1.6 Confirm that the Data Change Request is Clear and Unambiguous

Title	ADP-3.1.6 Confirm that the Data Change Request is Clear and Unambiguous
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the information contained in it is both clear and unambiguous. Any issues identified should be recorded.
Role	The Coordinator
Next Step	ADP-3.1.7 Determine if Any Issues Were Identified

ADP-3.1.7 Determine if Any Issues Were Identified

Title	ADP-3.1.7 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none"> Determine if issues were identified when checking: <ul style="list-style-type: none"> If system reports identified errors; If the Data Change Request is provided by an authorised Data Provider; If the Data Change Request is complete; If the Data Change Request is clear and unambiguous.
Notes	<ul style="list-style-type: none"> The issues identified may be of a nature where they may be clarified with the Data Provider or they may result in the rejection of the Data Change Request. Clarification with the Data Provider may result in no change to the Data Change Request and it may continue being processed or minor changes may be made by the Coordinator before continuing processing or it may be agreed that the Data Change Request needs to be resubmitted by the Data Provider.
Role	The Coordinator
Next Step	<p>If issues were identified and require clarification, ADP-3.1.8 Determine if State Designated Authority to be Contacted.</p> <p>If issues were identified that require the rejection of the Data Change Request, ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed.</p> <p>If issues were not identified, ADP-3.1.9 Generate Verification Reports.</p>

ADP-3.1.8 Determine if State Designated Authority to be Contacted

Title	ADP-3.1.8 Determine if State Designated Authority to be Contacted
Description	<ul style="list-style-type: none"> Determine if the nature of the issues in need of clarification requires the State Designated Authority to be contacted.
Role	The Coordinator
Next Step	<p>If the State Designated Authority needs to be contacted, ADP-3.6 Contact State Designated Authority.</p> <p>If the State Designated Authority does not need to be contacted, ADP-3.8 Clarify Data Change Request with Data Provider.</p>

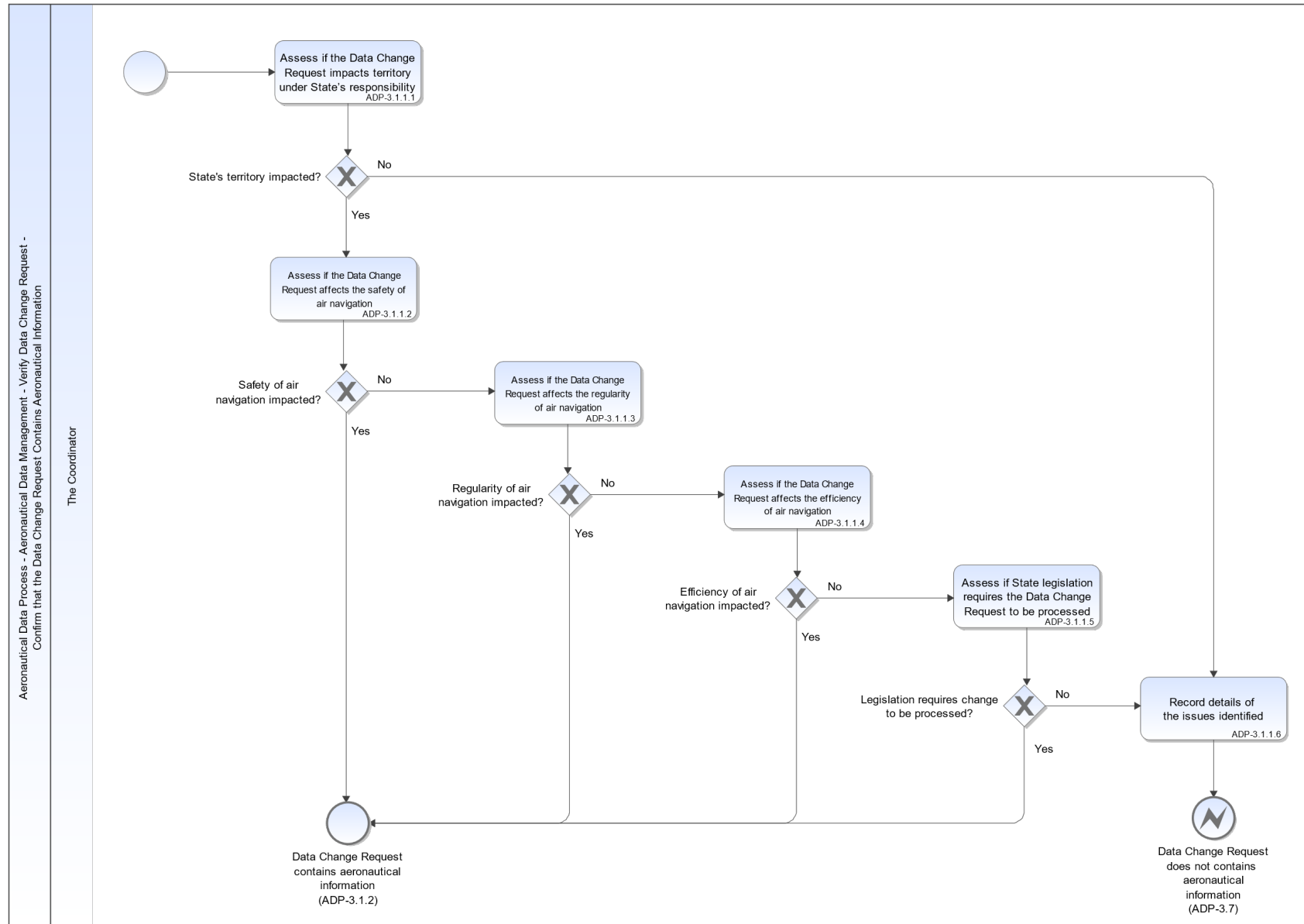
ADP-3.1.9 Generate Verification Reports

Title	ADP-3.1.9 Generate Verification Reports
Description	<ul style="list-style-type: none"> Generate system reports detailing the results of the verification activity.
Notes	<ul style="list-style-type: none"> Verification reports should be saved.
Role	The Coordinator
Next Step	ADP-3.2 Validate Data Change Request

ADP-3.1.10 Renegotiate Effective Date

Title	ADP-3.1.10 Renegotiate Effective Date
Description	<ul style="list-style-type: none"> Renegotiate the effective date for the Data Change Request.
Notes	<ul style="list-style-type: none"> In a case where the Data Change Request has been submitted late and the normal reporting lines cannot be followed, an Urgent NOTAM should be issued. In exceptional situations, it may be determined that an Urgent NOTAM is required to ensure the safety of flight but not all quality assurance steps can be undertaken prior to issue due to time/resource constraints. However, as a minimum it shall be ensured that: <ul style="list-style-type: none"> data is originated by the Data Provider and/or eligible/reasonable source; the data content is plausible; all the necessary information required for the information to be notified immediately has been provided. In the case of a need to issue an Urgent NOTAM, in addition to making the data available immediately, the Data Change Request will follow the normal process, ensuring that all necessary quality checks are undertaken on the data.
Role	The Coordinator
Next Step	<p>If the effective date is renegotiated, in parallel:</p> <ul style="list-style-type: none"> ADP-3.1.3 Assess if System Reports Identify Issues; ADP-3.1.4 Confirm Submission by Authorised Data Provider; ADP-3.1.5 Confirm that the Data Change Request is Complete; ADP-3.1.6 Confirm that the Data Change Request is Clear and Unambiguous. <p>If the effective date cannot be renegotiated and an Urgent NOTAM is required, ADP-3.5 Make Data Available and, in parallel:</p> <ul style="list-style-type: none"> ADP-3.1.3 Assess if System Reports Identify Issues; ADP-3.1.4 Confirm Submission by Authorised Data Provider; ADP-3.1.5 Confirm that the Data Change Request is Complete; ADP-3.1.6 Confirm that the Data Change Request is Clear and Unambiguous.

ADP-3.1.1 Confirm that the Data Change Request Contains Aeronautical Information



ADP-3.1.1.1 Assess if the Data Change Request Impacts Territory Under State's Responsibility

Title	ADP-3.1.1.1 Assess if the Data Change Request Impacts Territory Under State's Responsibility
Description	<ul style="list-style-type: none"> Check if the Data Change Request affects territory which is under the responsibility of the State for publication.
Notes	<ul style="list-style-type: none"> This assessment should be made taking into account ICAO Annex 15 Chapter 2, Sections 2.1 and 2.2 [2]. In cases when aeronautical information needs to be published for conflict zones outside of the State's territory, refer to relevant ICAO guidance material.
Role	The Coordinator
Next Step	<p>If the Data Change Request does not cover territory under the State's responsibility, ADP-3.1.1.6 Record Details of the Issues Identified.</p> <p>If the Data Change Request does cover territory under the State's responsibility, ADP-3.1.1.2 Assess if the Data Change Request Affects the Safety of Air Navigation.</p>

ADP-3.1.1.2 Assess if the Data Change Request Affects the Safety of Air Navigation

Title	ADP-3.1.1.2 Assess if the Data Change Request Affects the Safety of Air Navigation
Description	<ul style="list-style-type: none"> Establish if the Data Change Request affects the safety of air navigation.
Notes	<ul style="list-style-type: none"> This assessment should be made taking into account ICAO Annex 15 Chapter 2, Section 2.2 [2].
Role	The Coordinator
Next Step	<p>If it is assessed that the Data Change Request does not have an effect on the safety of air navigation, ADP-3.1.1.3 Assess if the Data Change Request Affects the Regularity of Air Navigation.</p> <p>If it is assessed that the Data Change Request does have an effect on the safety of air navigation, ADP-3.1.2 Assess Timeliness Requirements of Data Change Request.</p>

ADP-3.1.1.3 Assess if the Data Change Request Affects the Regularity of Air Navigation

Title	ADP-3.1.1.3 Assess if the Data Change Request Affects the Regularity of Air Navigation
Description	<ul style="list-style-type: none"> Establish if the Data Change Request affects the regularity of air navigation.
Notes	<ul style="list-style-type: none"> This assessment should be made taking into account ICAO Annex 15 Chapter 2, Section 2.2 [2].
Role	The Coordinator
Next Step	<p>If it is assessed that the Data Change Request does not have an effect on the regularity of air navigation, ADP-3.1.1.4 Assess if the Data Change Request Affects the Efficiency of Air Navigation.</p> <p>If it is assessed that the Data Change Request does have an effect on the regularity of air navigation, ADP-3.1.2 Assess Timeliness Requirements of Data Change Request.</p>

ADP-3.1.1.4 Assess if the Data Change Request Affects the Efficiency of Air Navigation

Title	ADP-3.1.1.4 Assess if the Data Change Request Affects the Efficiency of Air Navigation
Description	<ul style="list-style-type: none"> Establish if the Data Change Request affects the efficiency of air navigation.
Notes	<ul style="list-style-type: none"> This assessment should be made taking into account ICAO Annex 15 Chapter 2, Section 2.2 [2].
Role	The Coordinator
Next Step	<p>If it is assessed that the Data Change Request does not have an effect on the efficiency of air navigation, ADP-3.1.1.5 Assess if State Legislation Requires the Data Change Request to be Processed.</p> <p>If it is assessed that the Data Change Request does have an effect on the efficiency of air navigation, ADP-3.1.2 Assess Timeliness Requirements of Data Change Request.</p>

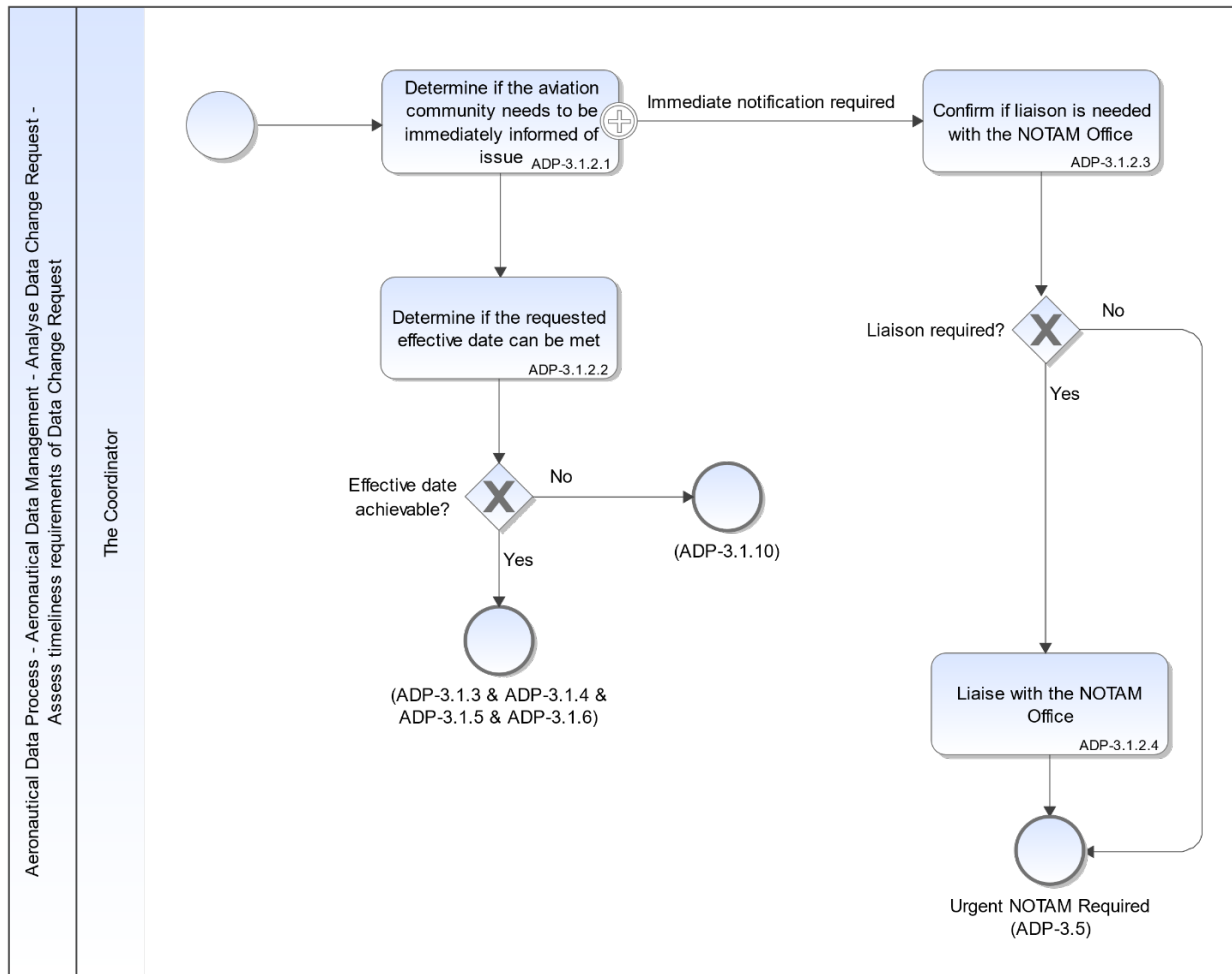
ADP-3.1.1.5 Assess if State Legislation Requires the Data Change Request to be Processed

Title	ADP-3.1.1.5 Assess if State Legislation Requires the Data Change Request to be Processed
Description	<ul style="list-style-type: none"> Establish if the Data Change Request must be published under State Regulations.
Notes	<ul style="list-style-type: none"> Some States' AIS are required to publish information that is not strictly identified by ICAO documentation as requiring publication.
Role	The Coordinator
Next Step	<p>If it is assessed that the Data Change Request must be published under State Regulations, ADP-3.1.2 Assess Timeliness Requirements of Data Change Request.</p> <p>If it is assessed that the Data Change Request does not need to be published under State Regulations, ADP-3.1.1.6 Record Details of the Issues Identified.</p>

ADP-3.1.1.6 Record Details of the Issues Identified

Title	ADP-3.1.1.6 Record Details of the Issues Identified
Description	<ul style="list-style-type: none"> Record details of the issues identified when assessing if the Data Change Request contains aeronautical information.
Role	The Coordinator
Next Step	ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed

ADP-3.1.2 Assess Timeliness Requirements of Data Change Request



ADP-3.1.2.1 Confirm if the Aviation Community Needs to be Immediately Informed of the Issue

Title	ADP-3.1.2.1 Confirm if the Aviation Community Needs to be Immediately Informed of the Issue
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the content of it results in a need for the aviation community to be immediately informed of the issue identified through the issue of an Urgent NOTAM.
Notes	<ul style="list-style-type: none"> An Urgent NOTAM is required when the issue has an immediate impact on the safety of flight operations which could be adversely affected if the normal data process was followed and the information not conveyed immediately, for example, the closure of a runway or aerodrome due to an incident. In parallel with the request for an Urgent NOTAM, the data process should be followed along its normal path to ensure that quality assured data is made available. If errors are detected in the request for Urgent NOTAM after its issue, a replacement shall be requested.
Role	The Coordinator
Next Step	<p>If the Data Change Request content requires an Urgent NOTAM to be issued, ADP-3.1.2.3 Confirm if Liaison is Needed with the NOTAM Office and, in parallel, ADP-3.1.2.2 Determine if the Requested Effective Date Can be Met.</p> <p>If the Data Change Request content does not require an Urgent NOTAM to be issued, ADP-3.1.2.2 Determine if the Requested Effective Date Can be Met.</p>

ADP-3.1.2.2 Determine if the Requested Effective Date Can be Met

Title	ADP-3.1.2.2 Determine if the Requested Effective Date Can be Met
Description	<ul style="list-style-type: none"> Determine if the requested effective date can be met.
Role	The Coordinator
Next Step	<p>If the effective date in the Data Change Request cannot be met, ADP-3.1.10 Renegotiate Effective Date.</p> <p>If the effective date in the Data Change Request can be met, in parallel:</p> <ul style="list-style-type: none"> ADP-3.1.3 Assess if System Reports Identify Issues; ADP-3.1.4 Confirm Submission by Authorised Data Provider; ADP-3.1.5 Confirm that the Data Change Request is Complete; ADP-3.1.6 Confirm that the Data Change Request is Clear and Unambiguous.

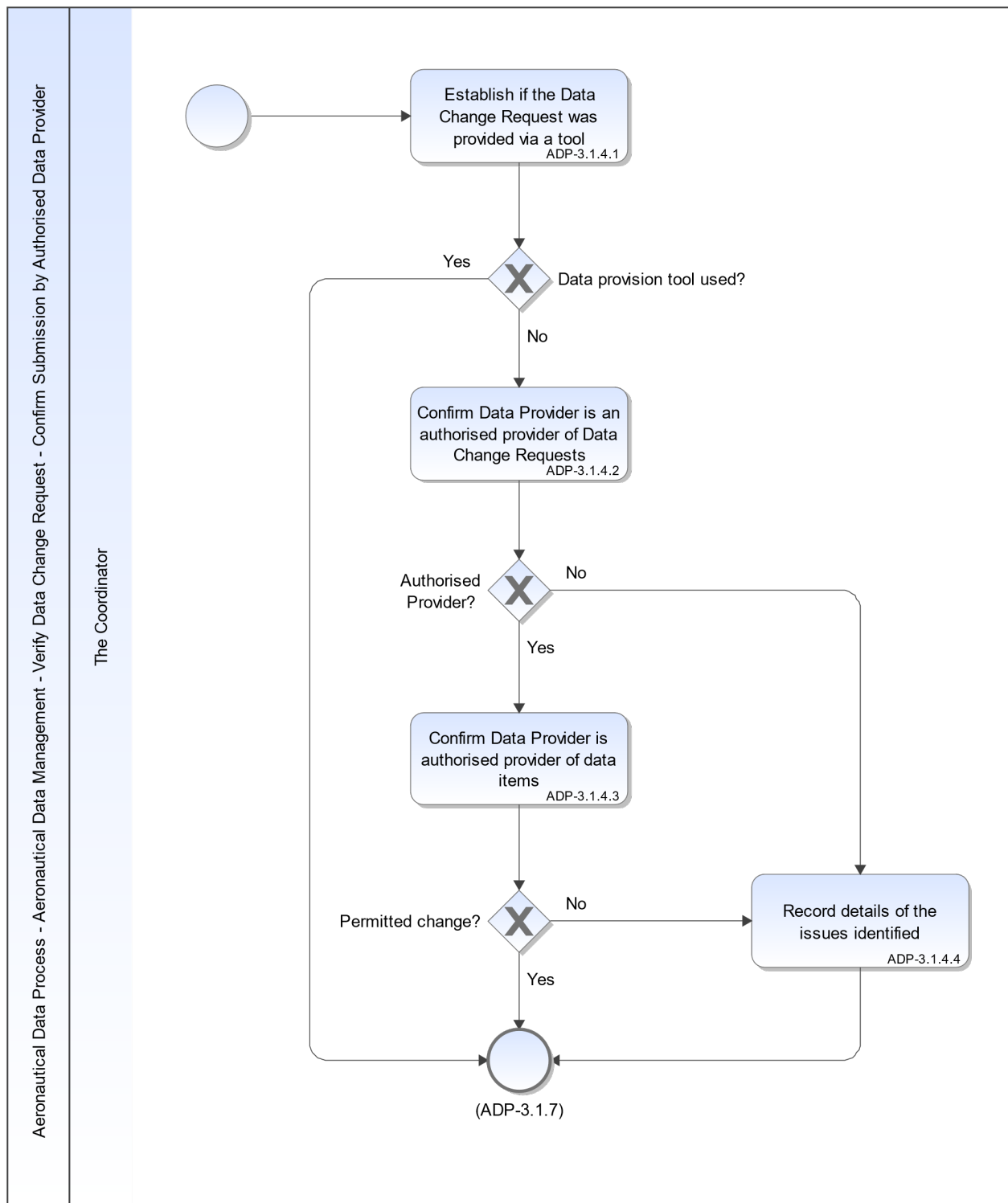
ADP-3.1.2.3 Confirm if Liaison is Needed with the NOTAM Office

Title	ADP-3.1.2.3 Confirm if Liaison is Needed with the NOTAM Office
Description	<ul style="list-style-type: none"> Determine whether liaison is needed with the NOTAM Office.
Notes	<ul style="list-style-type: none"> Communication with the NOTAM Office may provide a prior warning of the NOTAM required, include information regarding the nature of the NOTAM required, convey that quality checking has not been performed by the AIS, etc.
Role	The Coordinator
Next Step	<p>If liaison is not required, ADP-3.5 Make Data Available.</p> <p>If liaison is required, ADP-3.1.2.4 Liaise with the NOTAM Office.</p>

ADP-3.1.2.4 Liaise with the NOTAM Office

Title	ADP-3.1.2.4 Liaise with the NOTAM Office
Description	<ul style="list-style-type: none"> Liaise with the NOTAM Office responsible for the issue of Urgent NOTAM to discuss the Data Change Request.
Role	The Coordinator
Next Step	ADP-3.5 Make Data Available

ADP-3.1.4 Confirm Submission by Authorised Data Provider



ADP-3.1.4.1 Establish if the Data Change Request was Provided Via a Tool

Title	ADP-3.1.4.1 Establish if the Data Change Request was Provided Via a Tool
Description	<ul style="list-style-type: none"> Establish if the Data Change Request was provided through a tool interface by the Data Provider.
Role	The Coordinator
Next Step	<p>If the Data Change Request was provided through a tool interface, ADP-3.1.7 Determine if Any Issues Were Identified.</p> <p>If the Data Change Request was not provided through a tool interface, ADP-3.1.4.2 Confirm Data Provider is Authorised Provider of Data Change Requests.</p>

ADP-3.1.4.2 Confirm Data Provider is Authorised Provider of Data Change Requests

Title	ADP-3.1.4.2 Confirm Data Provider is Authorised Provider of Data Change Requests
Description	<ul style="list-style-type: none"> Establish if the Data Provider is an authorised Data Provider of Data Change Requests.
Notes	<ul style="list-style-type: none"> Reference should be made to the State Data Provision Index or list of authorised Data Providers managed by the AIS.
Role	The Coordinator
Next Step	<p>If the Data Provider is not an authorised provider of Data Change Requests, ADP-3.1.4.4 Record Details of the Issues Identified.</p> <p>If the Data Provider is an authorised provider of Data Change Requests, ADP-3.1.4.3 Confirm Data Provider is Authorised Provider of Data Items.</p>

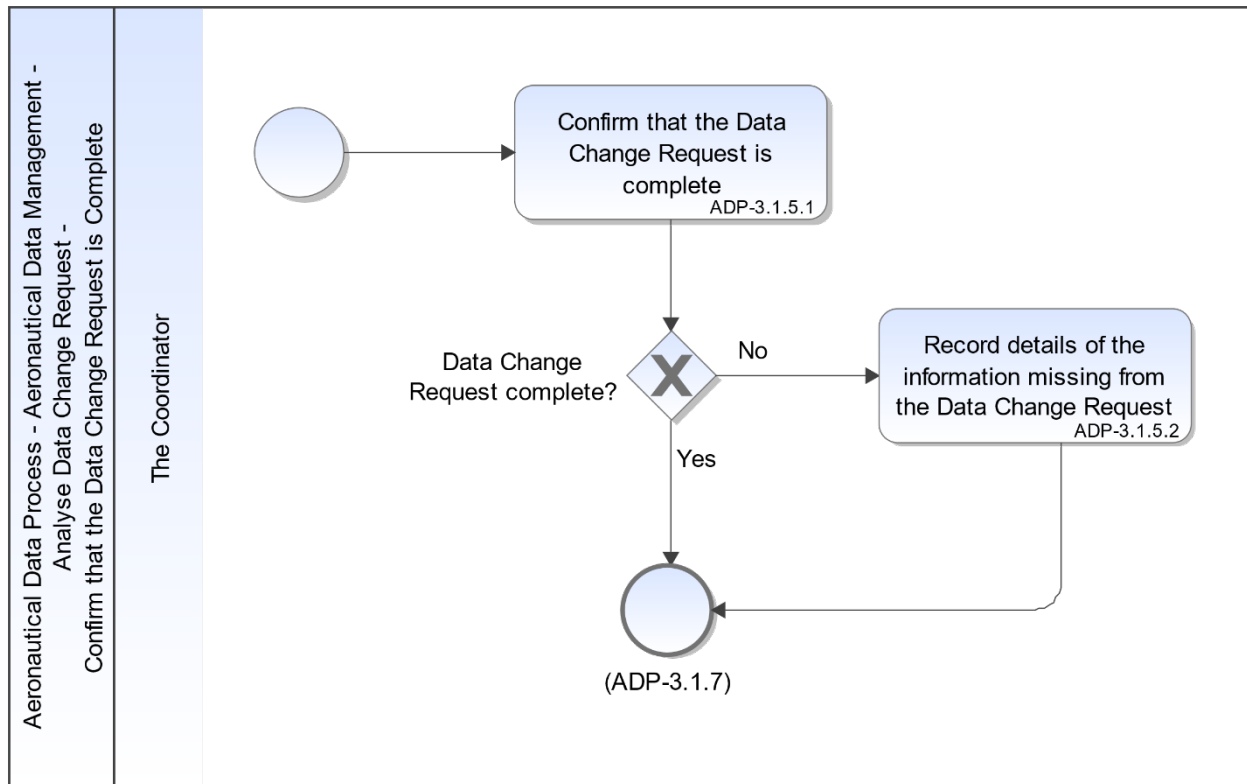
ADP-3.1.4.3 Confirm Data Provider is Authorised Provider of Data Items

Title	ADP-3.1.4.3 Confirm Data Provider is Authorised Provider of Data Items
Description	<ul style="list-style-type: none"> Establish if the Data Provider is permitted to initiate Data Change Requests related to the specific data items included in the Data Change Request.
Notes	<ul style="list-style-type: none"> Reference should be made to the State Data Provision Index or list of Authorised Data Providers managed by the AIS, as well as the formal arrangements in place with the Data Provider.
Role	The Coordinator
Next Step	<p>If the Data Provider is not permitted to initiate Data Change Requests related to the specific data items included in the Data Change Request, ADP-3.1.4.4 Record Details of the Issues Identified.</p> <p>If the Data Provider is permitted to initiate Data Change Requests related to the specific data items included in the Data Change Request, ADP-3.1.7 Determine if Any Issues Were Identified.</p>

ADP-3.1.4.4 Record Details of the Issues Identified

Title	ADP-3.1.4.4 Record Details of the Issues Identified
Description	<ul style="list-style-type: none"> Record the issues identified during the assessment of the provider of the Data Change Request.
Role	The Coordinator
Next Step	ADP-3.1.7 Determine if Any Issues Were Identified

ADP-3.1.5 Confirm that the Data Change Request is Complete



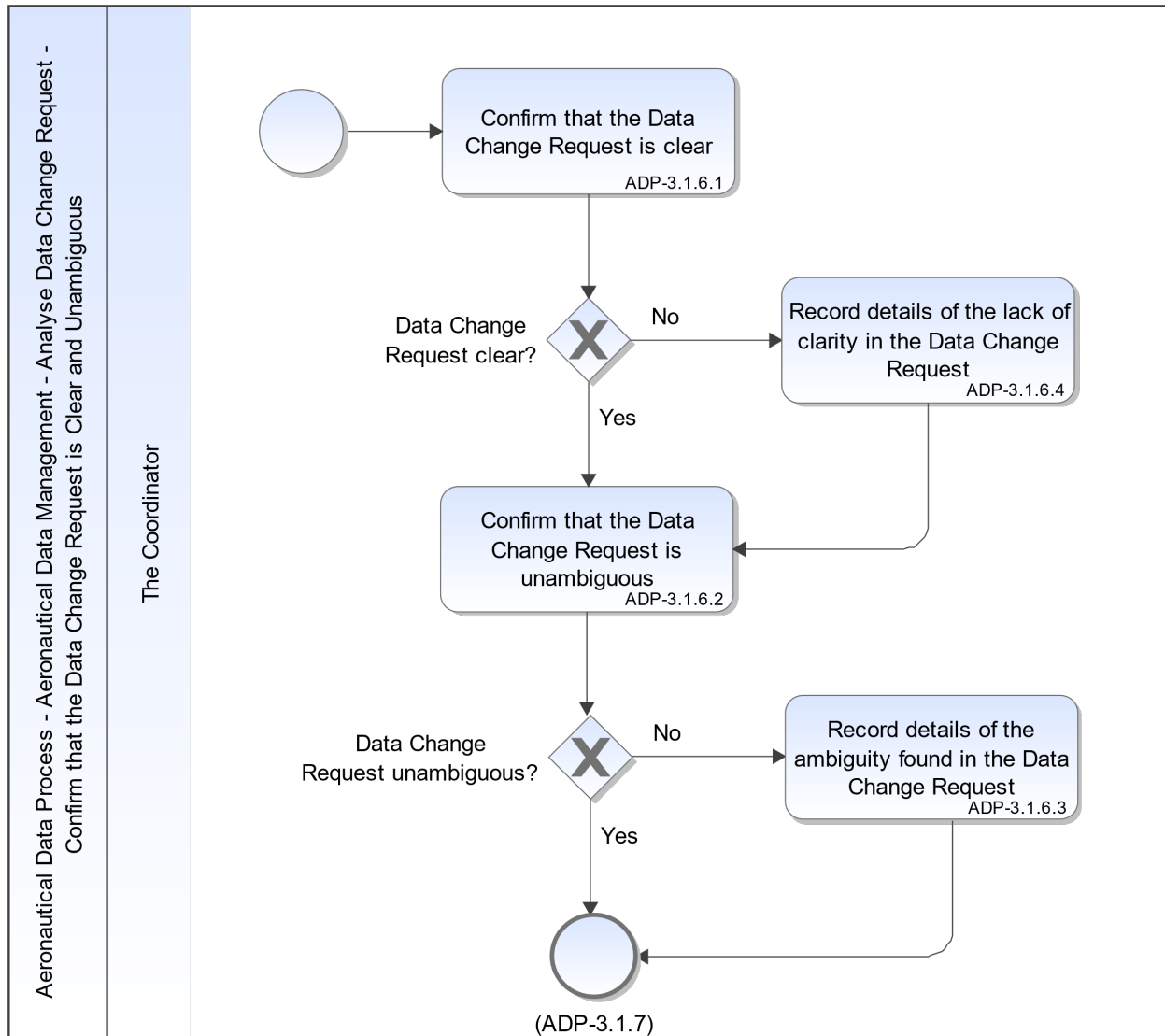
ADP-3.1.5.1 Confirm that the Data Change Request is Complete

Title	ADP-3.1.5.1 Confirm that the Data Change Request is Complete
Description	<ul style="list-style-type: none"> Assess the Data Change Request to ensure that the core information necessary for further processing has been provided.
Notes	<ul style="list-style-type: none"> Tools and system reports may support the identification of missing information. These reports may be generated in ADP-3.1.3 Assess if System Reports Identify Issues.
Role	The Coordinator
Next Step	If the Data Change Request is incomplete, ADP-3.1.5.2 Record Details of the Information Missing from the Data Change Request . If the Data Change Request is complete, ADP-3.1.7 Determine if Any Issues Were Identified .

ADP-3.1.5.2 Record Details of the Information Missing from the Data Change Request

Title	ADP-3.1.5.2 Record Details of the Information Missing from the Data Change Request
Description	<ul style="list-style-type: none"> Record that the Data Change Request was considered to be incomplete and identify the missing information.
Role	The Coordinator
Next Step	ADP-3.1.7 Determine if Any Issues Were Identified

ADP-3.1.6 Confirm that the Data Change Request is Clear and Unambiguous



ADP-3.1.6.1 Confirm that the Data Change Request is Clear

Title	ADP-3.1.6.1 Confirm that the Data Change Request is Clear
Description	<ul style="list-style-type: none"> Assess the Data Change Request to ensure that it is clear.
Role	The Coordinator
Next Step	<p>If the Data Change Request is unclear, ADP-3.1.6.4 Record Details of the Lack of Clarity in the Data Change Request.</p> <p>If the Data Change Request is clear, ADP-3.1.6.2 Confirm that the Data Change Request is Unambiguous.</p>

ADP-3.1.6.2 Confirm that the Data Change Request is Unambiguous

Title	ADP-3.1.6.2 Confirm that the Data Change Request is Unambiguous
Description	<ul style="list-style-type: none"> Assess the Data Change Request to ensure that it is unambiguous.
Notes	<ul style="list-style-type: none"> This may include a check to ensure that the Data Provider has not already provided data with the same effective date which is in conflict with the Data Change Request.
Role	The Coordinator
Next Step	<p>If the Data Change Request is ambiguous, ADP-3.1.6.3 Record Details of the Ambiguity Found in the Data Change Request.</p> <p>If the Data Change Request is unambiguous, ADP-3.1.7 Determine if Any Issues Were Identified.</p>

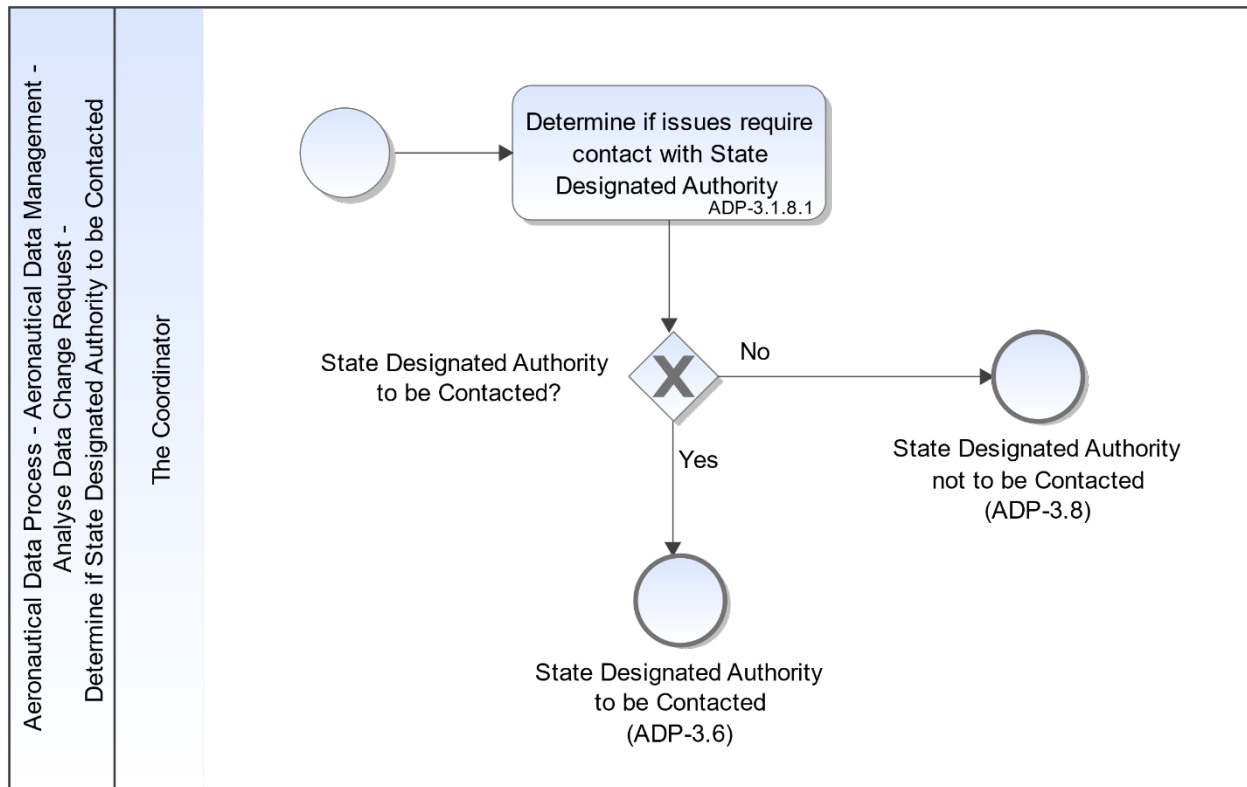
ADP-3.1.6.3 Record Details of the Ambiguity Found in the Data Change Request

Title	ADP-3.1.6.3 Record Details of the Ambiguity Found in the Data Change Request
Description	<ul style="list-style-type: none"> Record the ambiguities identified in the Data Change Request.
Role	The Coordinator
Next Step	ADP-3.1.7 Determine if Any Issues Were Identified

ADP-3.1.6.4 Record Details of the Lack of Clarity in the Data Change Request

Title	ADP-3.1.6.4 Record Details of the Lack of Clarity in the Data Change Request
Description	<ul style="list-style-type: none"> Record details of the lack of clarity identified in the Data Change Request.
Role	The Coordinator
Next Step	ADP-3.1.6.2 Confirm that the Data Change Request is Unambiguous

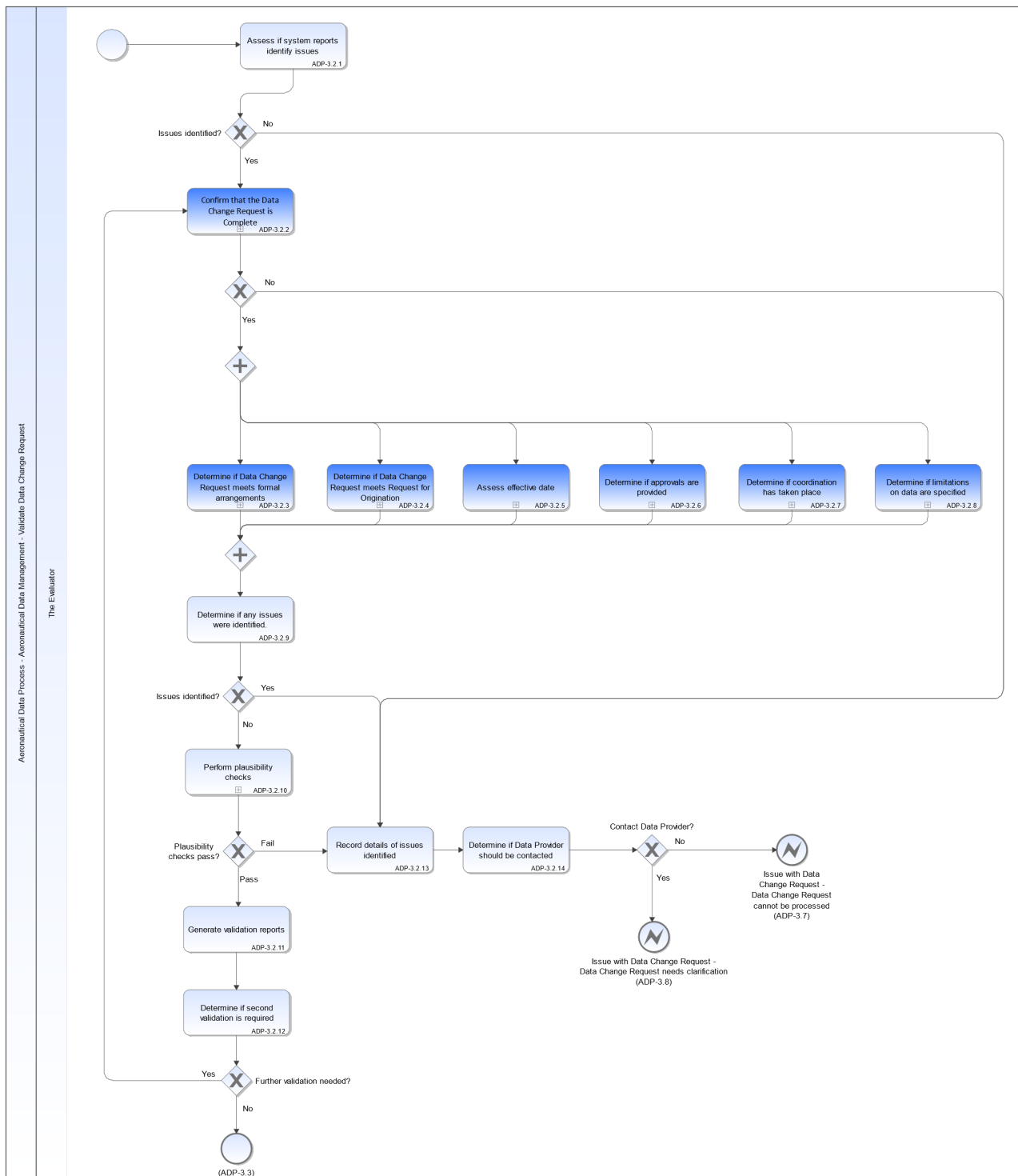
ADP-3.1.8 Determine if State Designated Authority to be Contacted



ADP-3.1.8.1 Determine if Issues Require Contact with State Designated

Title	ADP-3.1.8.1 Determine if Issues Require Contact with State Designated Authority
Description	<ul style="list-style-type: none"> Determine if the issues in need of clarification require the State Designated Authority to be contacted.
Role	The Coordinator
Next Step	If the State Designated Authority needs to be contacted, ADP-3.6 Contact State Designated Authority . If the State Designated Authority does not need to be contacted, ADP-3.8 Clarify Data Change Request with Data Provider .

ADP-3.2 Validate Data Change Request



ADP-3.2.1 Assess if System Reports Identify Issues

Title	ADP-3.2.1 Assess if System Reports Identify Issues
Description	<ul style="list-style-type: none"> If system reports are available, determine if these identify any issues with the Data Change Request.
Notes	<ul style="list-style-type: none"> The trigger for this process is the availability of a new verified Data Change Request or a Data Change Request that has been authorised by the State Designated Authority. In validating the data, the AIS Provider relies on and will refer to the validation and verification activities applied to the data during the data origination process. At this stage, the data may be stored in a centralised datastore in an isolated state and business rules may have been applied. If not already stored, data may be entered in a datastore(s) at this stage of the process. If so, the data should be stored in accordance with the supporting process ADP-7 Store Digital Data (Supporting Process). Textual data may also be stored in a datastore(s). Business rules and system reporting may support the validation of the data to be stored.
Role	The Evaluator
Next Step	<p>If system reports do not identify any issues, ADP-3.2.2 Confirm that the Data Change Request is Complete.</p> <p>If system reports identify issues, ADP-3.2.13 Record Details of Issues Identified.</p>

ADP-3.2.2 Confirm that the Data Change Request is Complete

Title	ADP-3.2.2 Confirm that the Data Change Request is Complete
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if all the required is included in the Data Change Request. Any issues identified should be recorded.
Role	The Evaluator
Next Step	<p>If the Data Change Request is complete, in parallel:</p> <ul style="list-style-type: none"> ADP-3.2.3 Determine if Data Change Request Meets Formal Arrangements; ADP-3.2.4 Determine if Data Change Request Meets Request for Origination; ADP-3.2.5 Assess Effective Date; ADP-3.2.6 Determine if Approvals are Provided; ADP-3.2.7 Determine if Coordination has Taken Place; ADP-3.2.8 Determine if Limitations on Data are Specified. <p>If the Data Change Request is incomplete, ADP-3.2.13 Record Details of Issues Identified.</p>

ADP-3.2.3 Determine if Data Change Request Meets Formal Arrangements

Title	ADP-3.2.3 Determine if Data Change Request Meets Formal Arrangements
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if it is in accordance with formal arrangements, including: <ul style="list-style-type: none"> Format; Scope of data; Data quality requirements. Record any issues identified.
Notes	<ul style="list-style-type: none"> Qualified tools and business rules may support the validation process. In validating the data, the AIS Provider relies on and will refer to the validation and verification activities applied to the data during the data origination process. There may be some duplication with the checks made to confirm that the Data Change Request is in accordance with the Request for Origination, that approvals have been obtained and that coordination has taken place.
Role	The Evaluator
Next Step	ADP-3.2.9 Determine if Any Issues Were Identified

ADP-3.2.4 Determine if Data Change Request Meets Request for Origination

Title	ADP-3.2.4 Determine if Data Change Request Meets Request for Origination
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the data has been originated in accordance with the instructions included in the Request for Origination. Record any issues identified.
Notes	<ul style="list-style-type: none"> There may be some duplication with the checks made to confirm that the Data Change Request is in accordance with the formal arrangements, that approvals have been obtained and that coordination has taken place. In validating the data, the AIS Provider relies on and will refer to the validation and verification activities applied to the data during the data origination process.
Role	The Evaluator
Next Step	ADP-3.2.9 Determine if Any Issues Were Identified

ADP-3.2.5 Assess Effective Date

Title	ADP-3.2.5 Assess Effective Date
Description	<ul style="list-style-type: none"> Assess the effective date of the data included in the Data Change Request to confirm it is both included and feasible. Record any issues identified.
Role	The Evaluator
Next Step	ADP-3.2.9 Determine if Any Issues Were Identified

ADP-3.2.6 Determine if Approvals are Provided

Title	ADP-3.2.6 Determine if Approvals are Provided
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if all approvals that need to be provided have been acquired and are attached. Record any issues identified.
Notes	<ul style="list-style-type: none"> There may be some duplication with the checks made to confirm that the Data Change Request is in accordance with the formal arrangements, that the Data Change Request is in accordance with the Request for Origination and that coordination has taken place.
Role	The Evaluator
Next Step	ADP-3.2.9 Determine if Any Issues Were Identified

ADP-3.2.7 Determine if Coordination has Taken Place

Title	ADP-3.2.7 Determine if Coordination has Taken Place
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if all coordination that needed to be undertaken before the Data Change Request was submitted, has been carried out. Record any issues identified.
Notes	<ul style="list-style-type: none"> There may be some duplication with the checks made to confirm that the Data Change Request is in accordance with the formal arrangements, that the Data Change Request is in accordance with the Request for Origination and that approvals have been obtained.
Role	The Evaluator
Next Step	ADP-3.2.9 Determine if Any Issues Were Identified

ADP-3.2.8 Determine if Limitations on Data are Specified

Title	ADP-3.2.8 Determine if Limitations on Data are Specified
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if any limitations on the data have been specified. Record any issues identified.
Notes	<ul style="list-style-type: none"> Limitations may result in the data not being useable.
Role	The Evaluator
Next Step	ADP-3.2.9 Determine if Any Issues Were Identified

ADP-3.2.9 Determine if Any Issues Were Identified

Title	ADP-3.2.9 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none"> Determine if issues were identified when checking: <ul style="list-style-type: none"> If the Data Change Request is in accordance with the formal arrangements; If the Data Change Request is in accordance with any Request for Origination; If the effective date is included and is feasible; If the required approvals have been provided; If the required coordination has taken place.
Notes	<ul style="list-style-type: none"> In exceptional circumstances, data that does not meet its data quality requirements may be annotated as such and processing may continue.
Role	The Evaluator
Next Step	<p>If issues were identified, ADP-3.2.13 Record Details of Issues Identified.</p> <p>If issues were not identified, ADP-3.2.10 Perform Plausibility Checks.</p>

ADP-3.2.10 Perform Plausibility Checks

Title	ADP-3.2.10 Perform Plausibility Checks
Description	<ul style="list-style-type: none"> Perform plausibility checks to identify errors in the data provided.
Notes	<ul style="list-style-type: none"> When checking the data, the Data Provider will confirm that validation and verification activities that are the responsibility of the Data Originator have been applied to the data during the data origination process. In addition to this, the Data Provider will then perform additional plausibility checks, such as checks for gross errors, comparisons between old and new data, etc. Validation and verification activities during the data origination process are essential to ensure that the required data quality is achieved. Plausibility checks should be determined for different data types. ICAO Doc 10066 Chapter 2, Section 2.1.2 [7] provides suggestions of activities that may be undertaken to validate and verify data.
Role	The Evaluator
Next Step	<p>If issues were identified, ADP-3.2.13 Record Details of Issues Identified.</p> <p>If issues were not identified, ADP-3.2.11 Generate Validation Reports.</p>

ADP-3.2.11 Generate Validation Reports

Title	ADP-3.2.11 Generate Validation Reports
Description	<ul style="list-style-type: none"> Generate system reports detailing the results of the validation activity.
Notes	<ul style="list-style-type: none"> Validation reports should be saved.
Role	The Evaluator
Next Step	ADP-3.2.12 Determine if Second Validation Required

ADP-3.2.12 Determine if Second Validation Required

Title	ADP-3.2.12 Determine if Second Validation Required
Description	<ul style="list-style-type: none"> Determine if the level of integrity of the data, the level of automation or the policy of the organisation with regards to the processing of aeronautical data requires that a further validation should be undertaken.
Notes	<ul style="list-style-type: none"> The second validation should be performed by a different person to that which performed the first validation in order to support the number of independent checks required for critical data.
Role	The Evaluator
Next Step	<p>If further validation is not required, ADP-3.3 Perform Coordination Activities.</p> <p>If further validation is required, ADP-3.2.2 Confirm that the Data Change Request is Complete.</p>

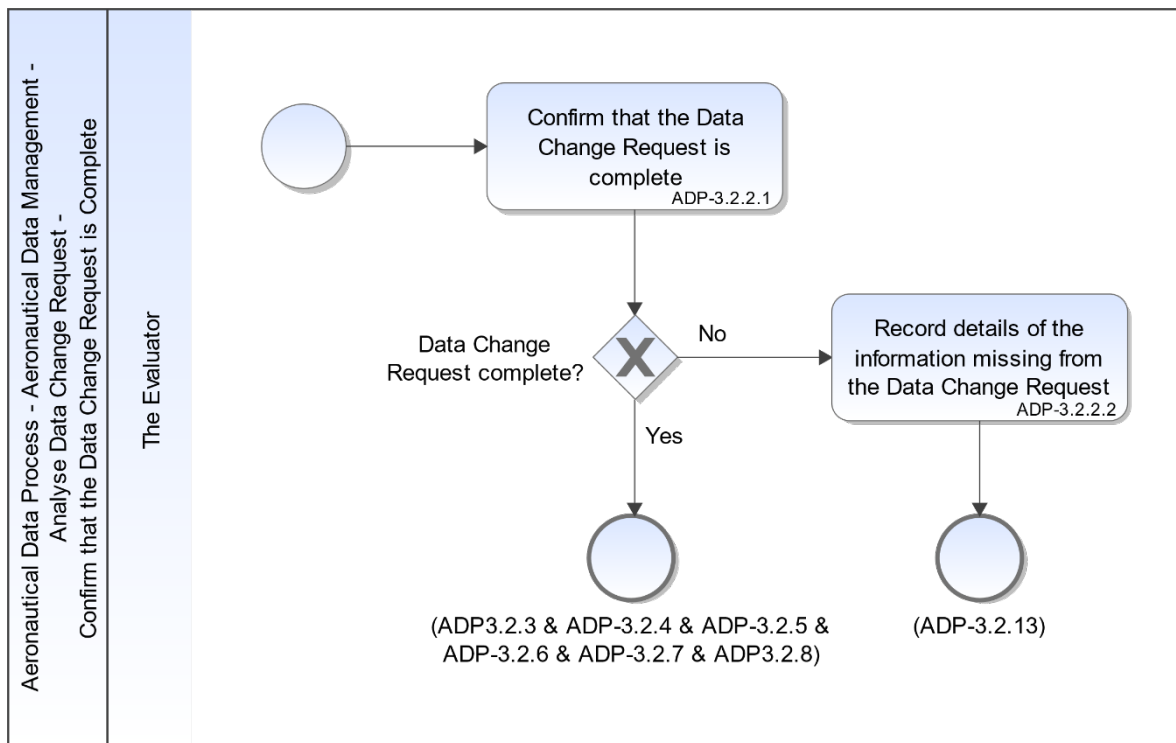
ADP-3.2.13 Record Details of Issues Identified

Title	ADP-3.2.13 Record Details of Issues Identified
Description	<ul style="list-style-type: none"> Record details of the issues identified when validating the Data Change Request.
Role	The Evaluator
Next Step	ADP-3.2.14 Determine if Data Provider Should be Contacted

ADP-3.2.14 Determine if Data Provider Should be Contacted

Title	ADP-3.2.14 Determine if Data Provider Should be Contacted
Description	<ul style="list-style-type: none"> Determine if the Data Provider should be contacted about the issues identified.
Role	The Evaluator
Next Step	<p>If the Data Provider should be contacted, ADP-3.8 Clarify Data Change Request with Data Provider.</p> <p>If the Data Provider should not be contacted, ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed.</p>

ADP-3.2.2 Confirm that the Data Change Request is Complete



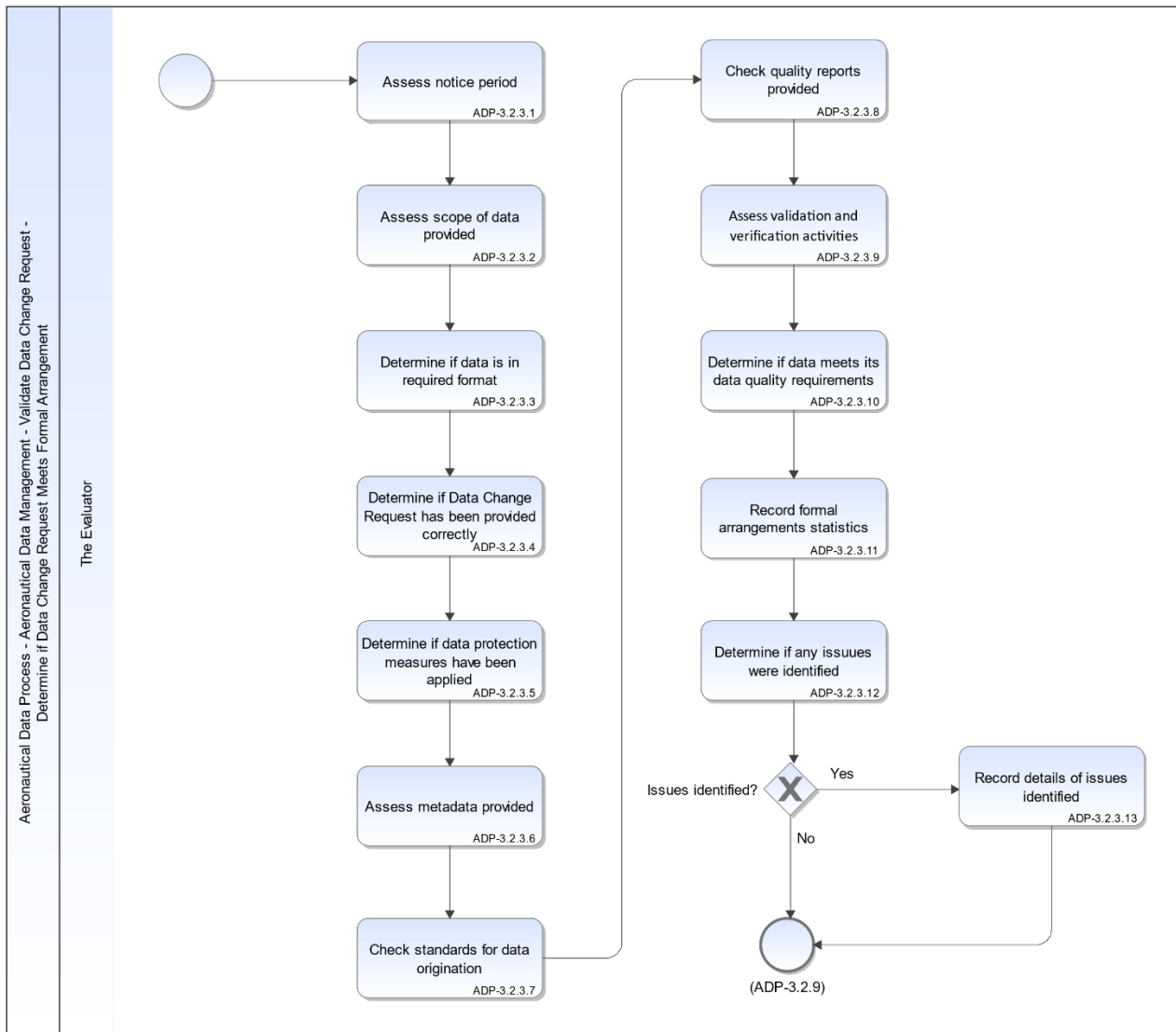
ADP-3.2.2.1 Confirm that the Data Change Request is Complete

Title	ADP-3.2.2.1 Confirm that the Data Change Request is Complete
Description	<ul style="list-style-type: none"> Assess the Data Change Request to ensure that all the necessary information has been provided.
Notes	<ul style="list-style-type: none"> Tools and system reports may support the identification of missing information. These reports may be generated in ADP-3.2.1 Assess if System Reports Identify Issues.
Role	The Evaluator
Next Step	<p>If the Evaluator found the Data Change Request to be incomplete, ADP-3.2.2.2 Record Details of the Information Missing from the Data Change Request.</p> <p>If the Evaluator found the Data Change Request to be complete, in parallel:</p> <ul style="list-style-type: none"> ADP-3.2.3 Determine if Data Change Request Meets Formal Arrangements; ADP-3.2.4 Determine if Data Change Request Meets Request for Origination; ADP-3.2.5 Assess Effective Date; ADP-3.2.6 Determine if Approvals are Provided; ADP-3.2.7 Determine if Coordination has Taken Place; ADP-3.2.8 Determine if Limitations on Data are Specified.

ADP-3.2.2.2 Record Details of the Information Missing from the Data Change Request

Title	ADP-3.2.2.2 Record Details of the Information Missing from the Data Change Request
Description	<ul style="list-style-type: none"> Record that the Data Change Request was considered to be incomplete and identify the missing information.
Role	The Evaluator
Next Step	ADP-3.2.13 Record Details of Issues Identified

ADP-3.2.3 Determine if Data Change Request Meets Formal Arrangements



ADP-3.2.3.1 Assess Notice Period

Title	ADP-3.2.3.1 Assess Notice Period
Description	<ul style="list-style-type: none"> Assess the notice period with which the Data Change Request has been provided to determine if it is in accordance with the timescales detailed in the formal arrangements, and to determine if there is an impact on the processing of the Data Change Request and Product Creation process as a result.
Role	The Evaluator
Next Step	ADP-3.2.3.2 Assess Scope of Data Provided

ADP-3.2.3.2 Assess Scope of Data Provided

Title	ADP-3.2.3.2 Assess Scope of Data Provided
Description	<ul style="list-style-type: none"> Assess the Data Change Request to ensure that the scope of the data provided in the Data Change Request is within the scope of the data defined in the formal arrangements.
Role	The Evaluator
Next Step	ADP-3.2.3.3 Determine if Data is in Required Format

ADP-3.2.3.3 Determine if Data is in Required Format

Title	ADP-3.2.3.3 Determine if Data is in Required Format
Description	<ul style="list-style-type: none"> Assess the Data Change Request to ensure that the data is provided in the format defined in the formal arrangements.
Role	The Evaluator
Next Step	ADP-3.2.3.4 Determine if Data Change Request has been Provided Correctly

ADP-3.2.3.4 Determine if Data Change Request has been Provided Correctly

Title	ADP-3.2.3.4 Determine if Data Change Request has been Provided Correctly
Description	<ul style="list-style-type: none"> Assess the means used to provide the Data Change Request to ensure it is in accordance with the means defined in the formal arrangements.
Notes	<ul style="list-style-type: none"> Means of provision in contingency situations should also be defined in formal arrangements.
Role	The Evaluator
Next Step	ADP-3.2.3.5 Determine if Data Protection Measures have been Applied

ADP-3.2.3.5 Determine if Data Protection Measures have been Applied

Title	ADP-3.2.3.5 Determine if Data Protection Measures have been Applied
Description	<ul style="list-style-type: none"> Determine if the data protection measures applied to the Data Change Request are in accordance with those detailed in the formal arrangements.
Role	The Evaluator
Next Step	ADP-3.2.3.6 Assess Metadata Provided

ADP-3.2.3.6 Assess Metadata Provided

Title	ADP-3.2.3.6 Assess Metadata Provided
Description	<ul style="list-style-type: none"> Assess the metadata included in the Data Change Request to ensure that it is complete and in accordance with the formal arrangements.
Role	The Evaluator
Next Step	ADP-3.2.3.7 Check Standards for Data Origination

ADP-3.2.3.7 Check Standards for Data Origination

Title	ADP-3.2.3.7 Check Standards for Data Origination
Description	<ul style="list-style-type: none"> Assess if the data origination standards defined in the formal arrangements were applied when originating the data.
Role	The Evaluator
Next Step	ADP-3.2.3.8 Check Quality Reports Provided

ADP-3.2.3.8 Check Quality Reports Provided

Title	ADP-3.2.3.8 Check Quality Reports Provided
Description	<ul style="list-style-type: none"> Assess any data quality report provided to ensure that it is in accordance with the formal arrangements.
Role	The Evaluator
Next Step	ADP-3.2.3.9 Assess Validation and Verification Activities

ADP-3.2.3.9 Assess Validation and Verification Activities

Title	ADP-3.2.3.9 Assess Validation and Verification Activities
Description	<ul style="list-style-type: none"> Assess the validation and verification activities performed by the Data Originator and subsequent checks performed by the Data Provider to ensure that these have been carried out and are considered appropriate.
Role	The Evaluator
Next Step	ADP-3.2.3.10 Determine if Data Meets its Data Quality Requirements

ADP-3.2.3.10 Determine if Data Meets its Data Quality Requirements

Title	ADP-3.2.3.10 Determine if Data Meets its Data Quality Requirements
Description	<ul style="list-style-type: none"> Assess the metadata provided to confirm that the data meets its data quality requirements.
Notes	<ul style="list-style-type: none"> Attention should be paid to the accuracy and resolution requirements, in particular.
Role	The Evaluator
Next Step	ADP-3.2.3.11 Record Formal Arrangements Statistics

ADP-3.2.3.11 Record Formal Arrangements Statistics

Title	ADP-3.2.3.11 Record Formal Arrangements Statistics
Description	<ul style="list-style-type: none"> Record the statistics related to the provision of data in accordance with the formal arrangements.
Role	The Evaluator
Next Step	ADP-3.2.3.12 Determine if Any Issues Were Identified

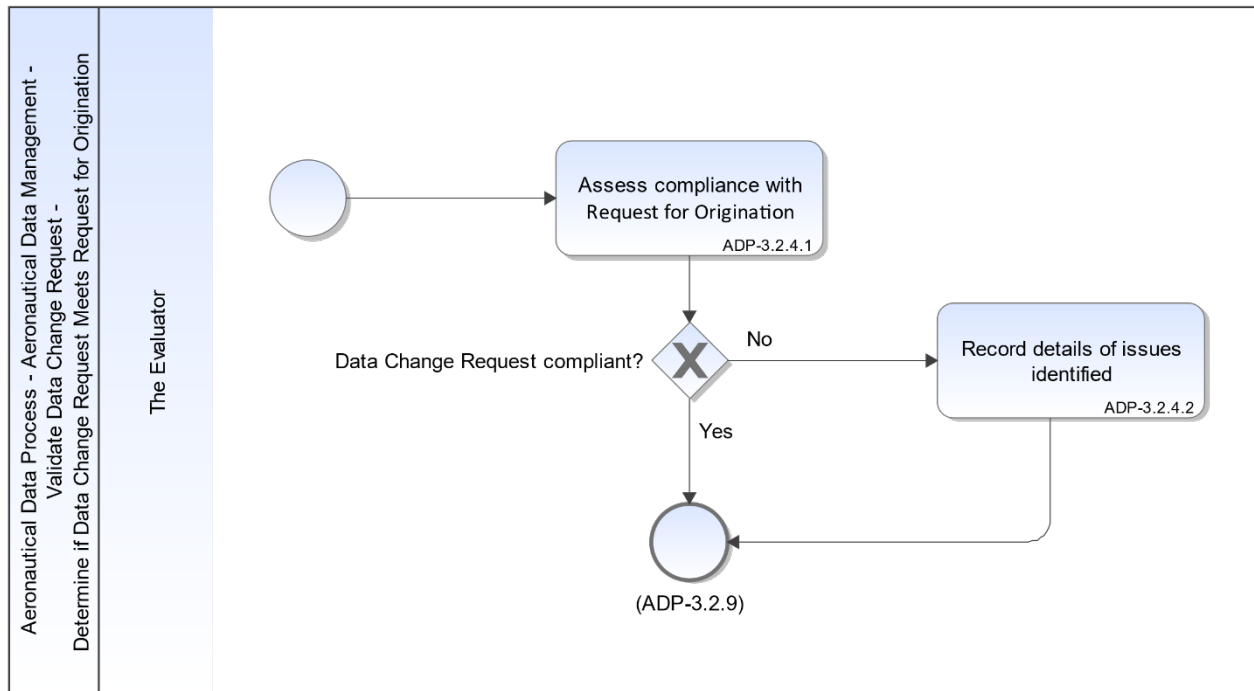
ADP-3.2.3.12 Determine if Any Issues Were Identified

Title	ADP-3.2.3.12 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none">Determine if any issues were identified during the assessment of the Data Change Request against the formal arrangements.
Role	The Evaluator
Next Step	If issues were identified, ADP-3.2.3.13 Record Details of Issues Identified . If no issues were identified, ADP-3.2.9 Determine if Any Issues Were Identified .

ADP-3.2.3.13 Record Details of Issues Identified

Title	ADP-3.2.3.13 Record Details of Issues Identified
Description	<ul style="list-style-type: none">Record details of the issues identified.
Role	The Evaluator
Next Step	ADP-3.2.9 Determine if Any Issues Were Identified

ADP-3.2.4 Determine if Data Change Request Meets Request for Origination



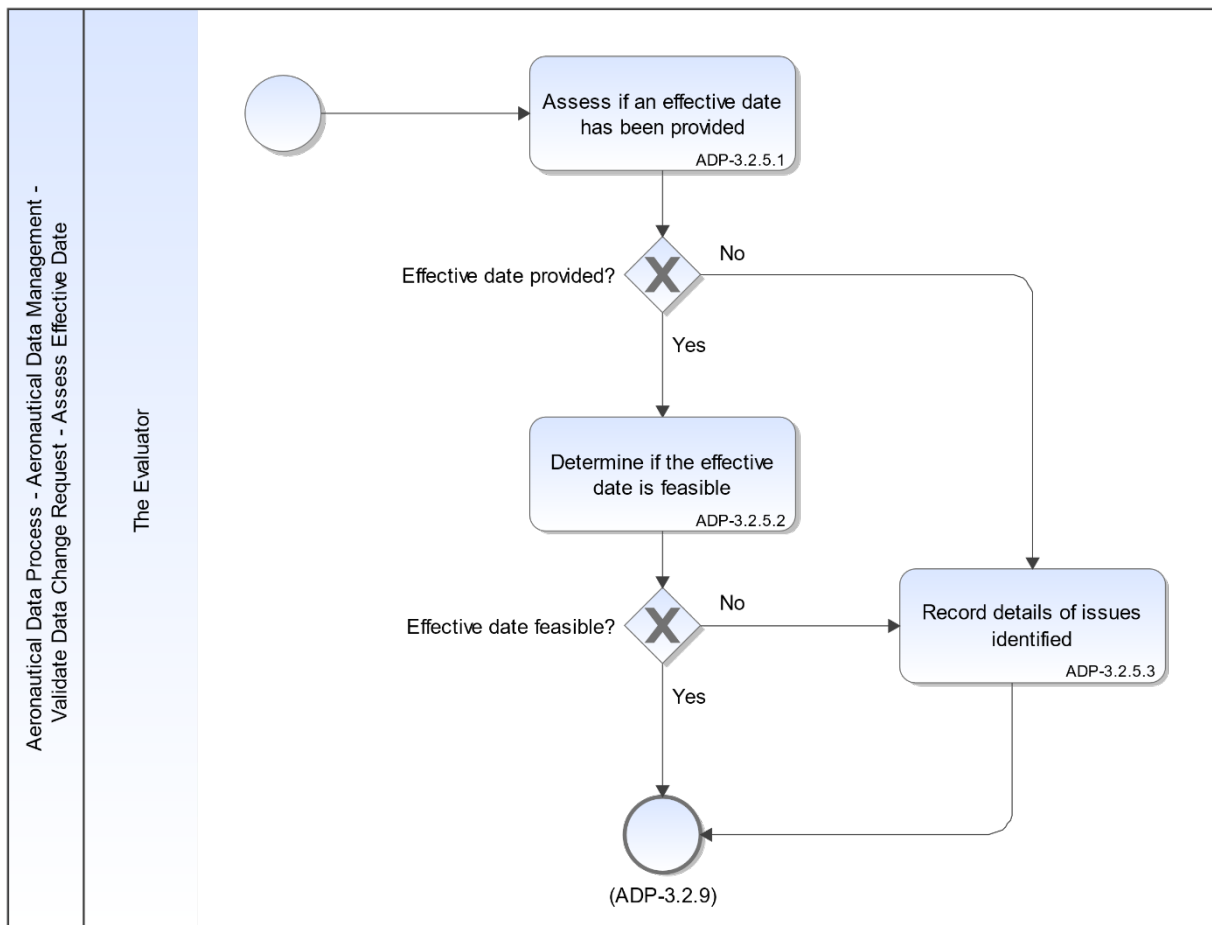
ADP-3.2.4.1 Assess Compliance with Request for Origination

Title	ADP-3.2.4.1 Assess Compliance with Request for Origination
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if it meets the instructions and requirements contained in the Request for Origination.
Role	The Evaluator
Next Step	If issues were identified, ADP-3.2.4.2 Record Details of Issues Identified . If no issues were identified, ADP-3.2.9 Determine if Any Issues Were Identified .

ADP-3.2.4.2 Record Details of Issues Identified

Title	ADP-3.2.4.2 Record Details of Issues Identified
Description	<ul style="list-style-type: none"> Record details of the issues identified.
Role	The Evaluator
Next Step	ADP-3.2.9 Determine if Any Issues Were Identified

ADP-3.2.5 Assess Effective Date



ADP-3.2.5.1 Assess if an Effective Date has been Provided

Title	ADP-3.2.5.1 Assess if an Effective Date has been Provided
Description	<ul style="list-style-type: none"> Assess if an effective date has been provided in the Data Change Request.
Role	The Evaluator
Next Step	If no effective date has been provided, ADP-3.2.5.3 Record Details of Issues Identified . If an effective date has been provided, ADP-3.2.5.2 Determine if the Effective Date is Feasible .

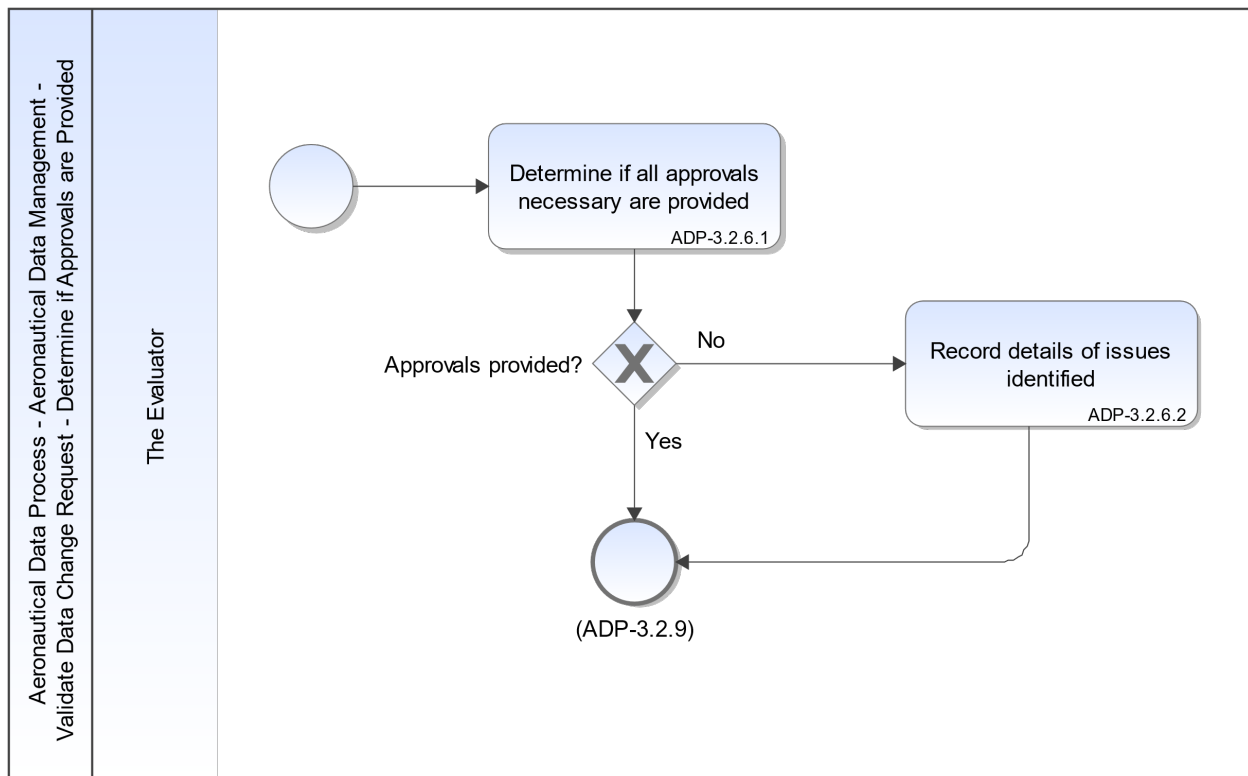
ADP-3.2.5.2 Determine if the Effective Date is Feasible

Title	ADP-3.2.5.2 Determine if the Effective Date is Feasible
Description	<ul style="list-style-type: none"> Determine if the effective date provided is feasible.
Role	The Evaluator
Next Step	If the effective date is feasible, ADP-3.2.9 Determine if Any Issues Were Identified . If the effective date is not feasible, ADP-3.2.5.3 Record Details of Issues Identified .

ADP-3.2.5.3 Record Details of Issues Identified

Title	ADP-3.2.5.3 Record Details of Issues Identified
Description	<ul style="list-style-type: none">• Record details of the issues identified.
Role	The Evaluator
Next Step	<i>ADP-3.2.9 Determine if Any Issues Were Identified</i>

ADP-3.2.6 Determine if Approvals are Provided



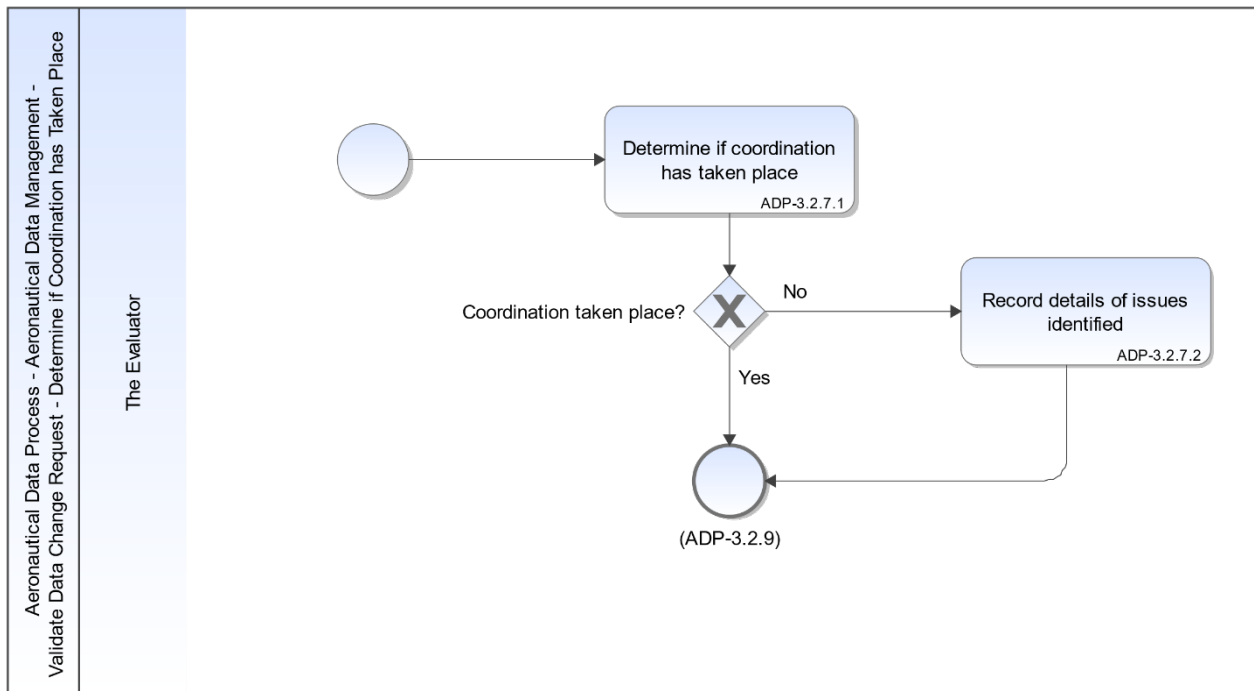
ADP-3.2.6.1 Determine if all Approvals Necessary are Provided

Title	ADP-3.2.6.1 Determine if all Approvals Necessary are Provided
Description	<ul style="list-style-type: none"> Determine if the Data Change Request indicates that all the approvals required for the data have been obtained and attached, if required.
Notes	<ul style="list-style-type: none"> Details of the approvals required should be defined in formal arrangements or the Request for Origination.
Role	The Evaluator
Next Step	<p>If the approvals have been obtained and, if required, attached, ADP-3.2.9 Determine if Any Issues Were Identified.</p> <p>If the approvals have not been obtained or are not attached, ADP-3.2.6.2 Record Details of Issues Identified.</p>

ADP-3.2.6.2 Record Details of Issues Identified

Title	ADP-3.2.6.2 Record Details of Issues Identified
Description	<ul style="list-style-type: none"> Record details of the issues identified.
Role	The Evaluator
Next Step	ADP-3.2.9 Determine if Any Issues Were Identified

ADP-3.2.7 Determine if Coordination has Taken Place



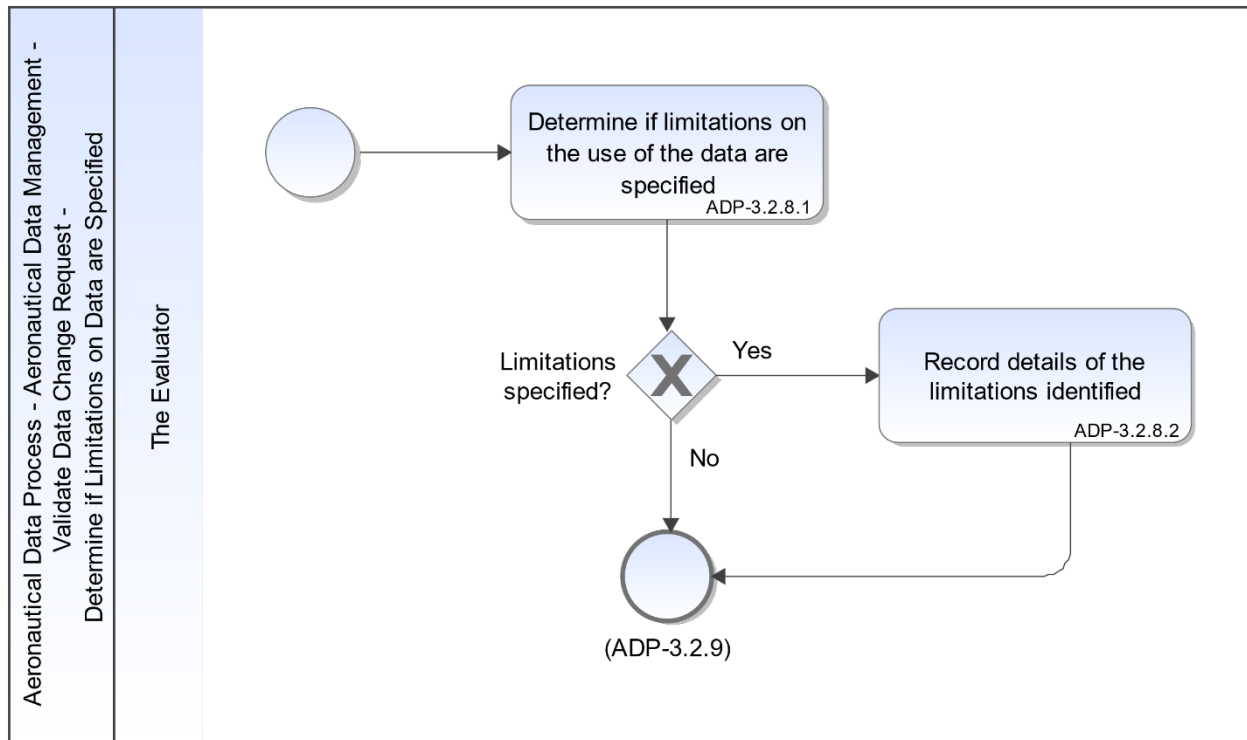
ADP-3.2.7.1 Determine if Coordination has Taken Place

Title	ADP-3.2.7.1 Determine if Coordination has Taken Place
Description	<ul style="list-style-type: none"> Determine if the Data Change Request has been coordinated with all other parties, where required.
Notes	<ul style="list-style-type: none"> Details of the coordination required should be defined in formal arrangements or the Request for Origination.
Role	The Evaluator
Next Step	If coordination has taken place, ADP-3.2.9 Determine if Any Issues Were Identified . If all the required coordination has not taken place, ADP-3.2.7.2 Record Details of Issues Identified .

ADP-3.2.7.2 Record Details of Issues Identified

Title	ADP-3.2.7.2 Record Details of Issues Identified
Description	<ul style="list-style-type: none"> Record details of the issues identified.
Role	The Evaluator
Next Step	ADP-3.2.9 Determine if Any Issues Were Identified

ADP-3.2.8 Determine if Limitations on Data are Specified



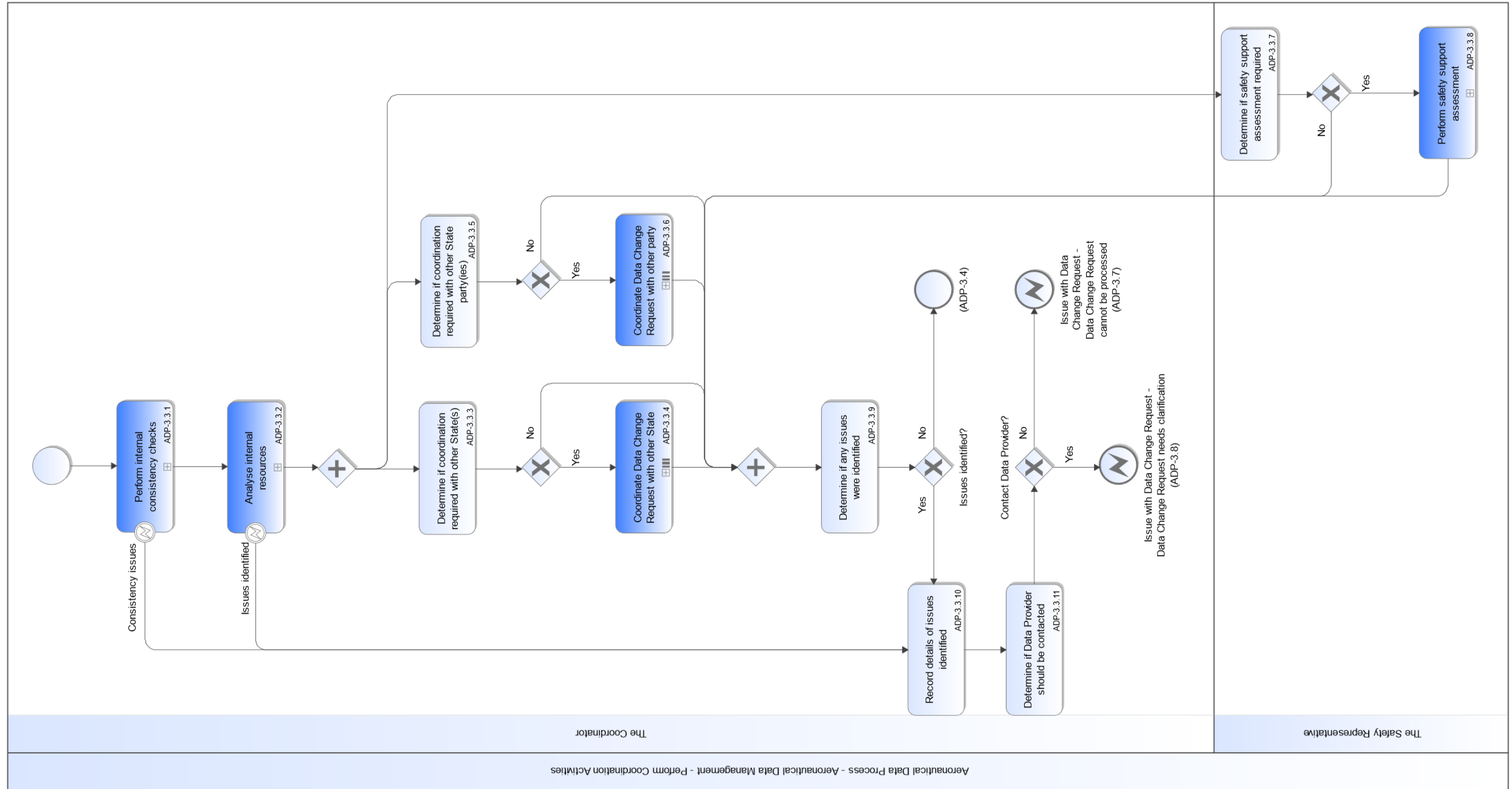
ADP-3.2.8.1 Determine if Limitations on the Use of the Data Are Specified

Title	ADP-3.2.8.1 Determine if Limitations on the Use of the Data Are Specified
Description	<ul style="list-style-type: none"> Determine if the Data Change Request indicates that there are limitations specified which affect how/if the data may be used.
Notes	<ul style="list-style-type: none"> Limitations may result in the data not being useable.
Role	The Evaluator
Next Step	<p>If there are no limitations specified on the use of the data, ADP-3.2.9 Determine if Any Issues Were Identified.</p> <p>If there are limitations specified that restrict the use of the data, ADP-3.2.8.2 Record Details of the Limitations Identified.</p>

ADP-3.2.8.2 Record Details of the Limitations Identified

Title	ADP-3.2.8.2 Record Details of the Limitations Identified
Description	<ul style="list-style-type: none"> Record details of the limitations identified.
Role	The Evaluator
Next Step	ADP-3.2.9 Determine if Any Issues Were Identified

ADP-3.3 Perform Coordination Activities



ADP-3.3.1 Perform Internal Consistency Checks

Title	ADP-3.3.1 Perform Internal Consistency Checks
Description	<ul style="list-style-type: none"> Perform checks in-house to ensure that data is consistent with all associated data and that the required associated data exists. Record the results of the checks.
Notes	<ul style="list-style-type: none"> Automated checks may be applied to data held in datastore(s).
Role	The Coordinator
Next Step	<p>If the issues are identified with the consistency of the data, ADP-3.3.10 Record Details of Issues Identified.</p> <p>If no issues are identified with the consistency of the data, ADP-3.3.2 Analyse Internal Resources.</p>

ADP-3.3.2 Analyse Internal Resources

Title	ADP-3.3.2 Analyse Internal Resources
Description	<ul style="list-style-type: none"> Given the content of the Data Change Request and the potential impacted products, analyse the impact on and capacity of internal resources.
Notes	<ul style="list-style-type: none"> This analysis may consider the resources needed to prepare products in which the Data Change Request will be included within the indicated timescales. Discussions may need to be held with those preparing products to discuss the extent of the changes required, for example, whether updates to customer data set configurations may be required. Liaison may be needed within the organisation to secure adequate resources.
Role	The Coordinator
Next Step	<p>If issues are identified with available resources, ADP-3.3.10 Record Details of Issues Identified.</p> <p>If no issues are identified with available resources, in parallel:</p> <ul style="list-style-type: none"> ADP-3.3.3 Determine if Coordination Required with Other State(s); ADP-3.3.5 Determine if Coordination Required with Other Party(ies); ADP-3.3.7 Determine if Safety Support Assessment Required.

ADP-3.3.3 Determine if Coordination Required with Other State(s)

Title	ADP-3.3.3 Determine if Coordination Required with Other State(s)
Description	<ul style="list-style-type: none"> Determine if the Data Change Request requires coordination with one or more other States.
Notes	<ul style="list-style-type: none"> The coordination with more than one State may be performed in parallel. A means of identifying data items or types of changes in need of coordination should be put in place to reduce the risk of neglecting to perform a coordination activity. Tools may be used to support the identification of data items in need of coordination.
Role	The Coordinator
Next Step	<p>If coordination is required, ADP-3.3.4 Coordinate Data Change Request with Other State.</p> <p>If no coordination is required, ADP-3.3.9 Determine if Any Issues Were Identified.</p>

ADP-3.3.4 Coordinate Data Change Request with Other State

Title	ADP-3.3.4 Coordinate Data Change Request with Other State
Description	<ul style="list-style-type: none"> Perform coordination with the other State. Record the findings of the coordination activity.
Notes	<ul style="list-style-type: none"> The coordination may involve discussions with the other State or it may include technical coordination through the consistency checking of data / products or ensuring that the correct version of the other State's data is obtained, for example.
Role	The Coordinator
Multiplicity	Multiple
Next Step	ADP-3.3.9 Determine if Any Issues Were Identified

ADP-3.3.5 Determine if Coordination Required with Other Party(ies)

Title	ADP-3.3.5 Determine if Coordination Required with Other Party(ies)
Description	<ul style="list-style-type: none"> Determine if the Data Change Request requires coordination with one or more other parties, such as: <ul style="list-style-type: none"> A State Designated Authority; The Military.
Notes	<ul style="list-style-type: none"> The coordination with more than one party may be performed in parallel. A means of identifying data items or types of changes in need of coordination should be put in place to reduce the risk of neglecting to perform a coordination activity. Tools may be used to support the identification of data items in need of coordination.
Role	The Coordinator
Next Step	If coordination is required, ADP-3.3.6 Coordinate Data Change Request with Other Party . If no coordination is required, ADP-3.3.9 Determine if Any Issues Were Identified .

ADP-3.3.6 Coordinate Data Change Request with Other Party

Title	ADP-3.3.6 Coordinate Data Change Request with Other Party
Description	<ul style="list-style-type: none"> Perform coordination with the other party. Record the findings of the coordination activity.
Notes	<ul style="list-style-type: none"> The coordination may involve discussions with the other party or it may include technical coordination through the consistency checking of data / products, for example.
Role	The Coordinator
Multiplicity	Multiple
Next Step	ADP-3.3.9 Determine if Any Issues Were Identified

ADP-3.3.7 Determine if Safety Support Assessment Required

Title	ADP-3.3.7 Determine if Safety Support Assessment Required
Description	<ul style="list-style-type: none"> Determine if the Data Change Request requires the conduct of a safety support assessment.
Notes	<ul style="list-style-type: none"> A means of identifying data items or types of changes in need of safety support assessment should be put in place to reduce the risk of neglecting to perform a safety support assessment. Tools may be used to support the identification of data items in need of safety support assessment.
Role	The Safety Representative
Next Step	If a safety support assessment is required, ADP-3.3.8 Perform Safety Support Assessment . If no safety support assessment is required, ADP-3.3.9 Determine if Any Issues Were Identified .

ADP-3.3.8 Perform Safety Support Assessment

Title	ADP-3.3.8 Perform Safety Support Assessment
Description	<ul style="list-style-type: none"> Arrange for a safety support assessment to be performed, involving all required parties. Record the findings of the safety support assessment.
Role	The Safety Representative
Next Step	ADP-3.3.9 Determine if Any Issues Were Identified

ADP-3.3.9 Determine if Any Issues Were Identified

Title	ADP-3.3.9 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none"> Determine if issues were identified when: <ul style="list-style-type: none"> Coordinating the Data Change Request with other State(s) or other party(ies); Performing a safety support assessment.
Notes	<ul style="list-style-type: none"> The issues identified may be of a nature where they may be clarified with the Data Provider or they may result in the rejection of the Data Change Request. Clarification with the Data Provider may result in minor changes being made by the Coordinator before continuing processing or it may be agreed that the Data Change Request needs to be resubmitted by the Data Provider.
Role	The Coordinator
Next Step	If issues were identified, ADP-3.3.10 Record Details of Issues Identified . If no issues were identified, ADP-3.4 Approve Data Change Request .

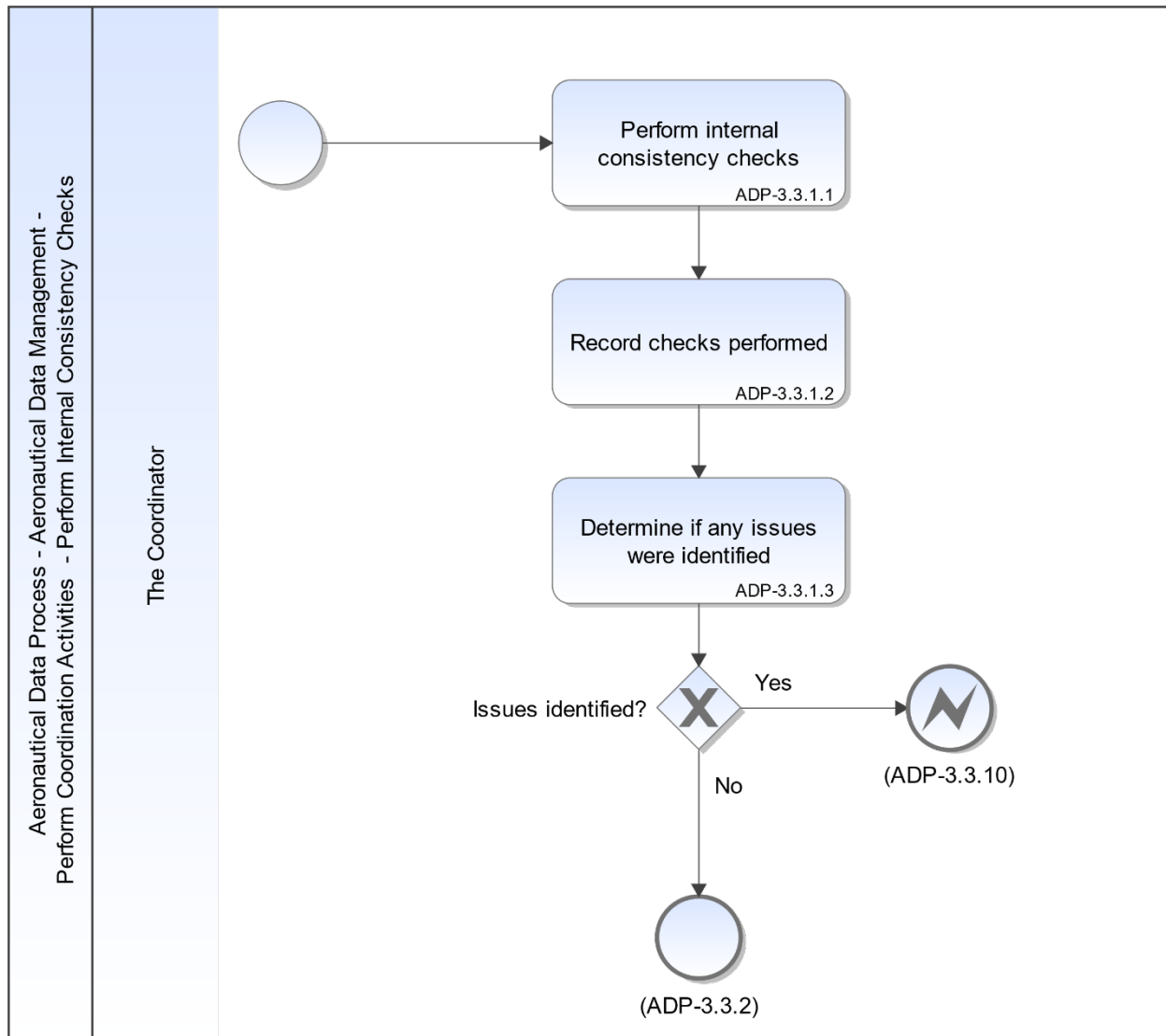
ADP-3.3.10 Record Details of Issues Identified

Title	ADP-3.3.10 Record Details of Issues Identified
Description	<ul style="list-style-type: none"> Record details of the issues identified when performing coordination activities.
Role	The Coordinator
Next Step	ADP-3.3.11 Determine if Data Provider Should be Contacted

ADP-3.3.11 Determine if Data Provider Should be Contacted

Title	ADP-3.3.11 Determine if Data Provider Should be Contacted
Description	<ul style="list-style-type: none">• Determine if the Data Provider should be contacted about the issues identified.
Role	The Coordinator
Next Step	<p>If the Data Provider should be contacted, <i>ADP-3.8 Clarify Data Change Request with Data Provider</i>.</p> <p>If the Data Provider should not be contacted, <i>ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed</i>.</p>

ADP-3.3.1 Perform Internal Consistency Checks



ADP-3.3.1.1 Perform Internal Consistency Checks

Title	ADP-3.3.1.1 Perform Internal Consistency Checks
Description	<ul style="list-style-type: none"> Perform internal consistency checks to confirm that the data is consistent with all associated data and that the required associated data exists.
Notes	<ul style="list-style-type: none"> Tools may support the consistency checking of data. These checks may be automated and be applied to data within the centralised datastore or across different datastores.
Role	The Coordinator
Next Step	ADP-3.3.1.2 Record Checks Performed

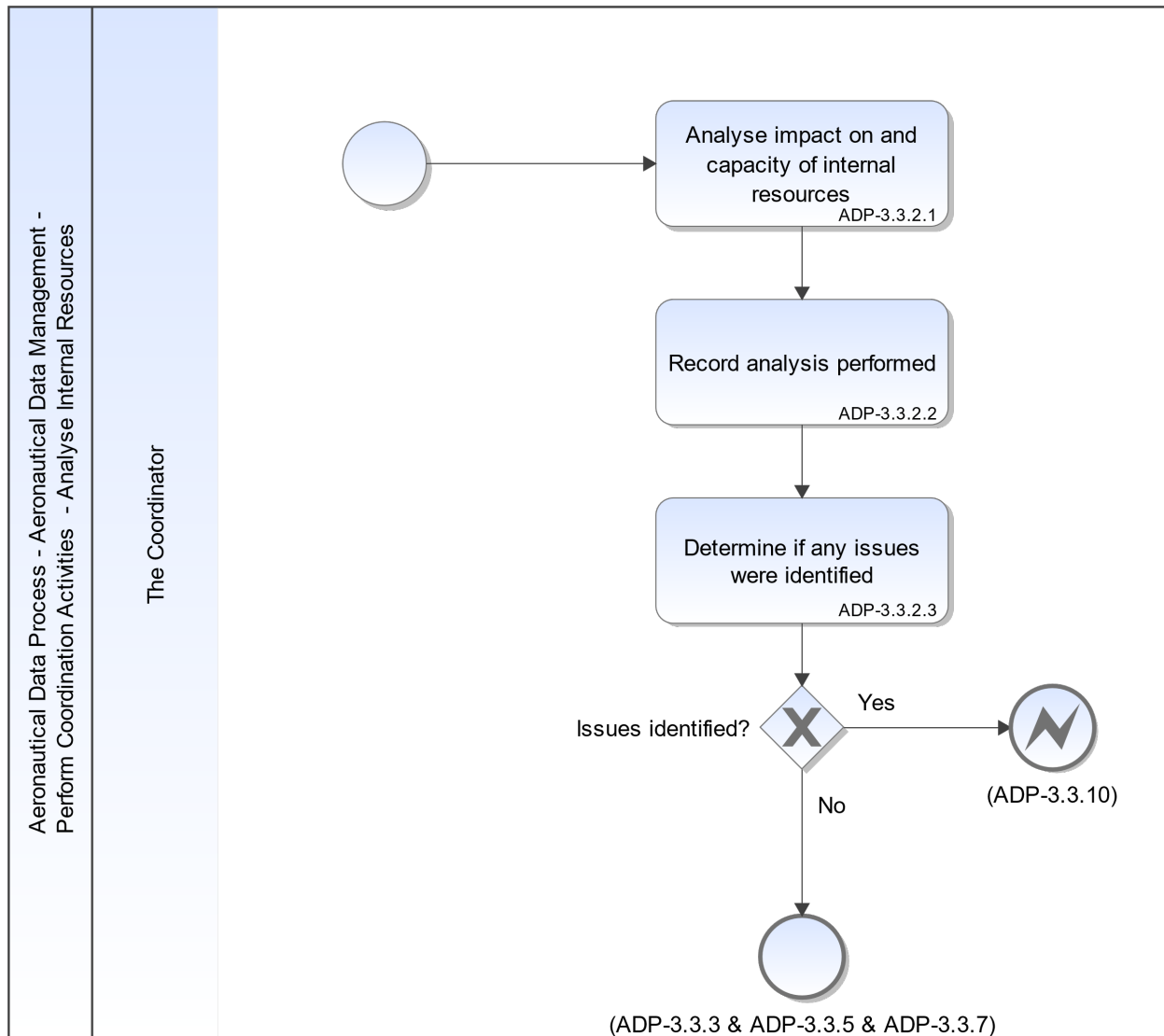
ADP-3.3.1.2 Record Checks Performed

Title	ADP-3.3.1.2 Record Checks Performed
Description	<ul style="list-style-type: none">Record the results of the checks performed.
Role	The Coordinator
Next Step	ADP-3.3.1.3 Determine if Any Issues Were Identified

ADP-3.3.1.3 Determine if Any Issues Were Identified

Title	ADP-3.3.1.3 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none">Determine if any issues were identified.
Role	The Coordinator
Next Step	If issues were identified, ADP-3.3.10 Record Details of Issues Identified . If no issues were identified, ADP-3.3.2 Analyse Internal Resources .

ADP-3.3.2 Analyse Internal Resources



ADP-3.3.2.1 Analyse Impact on and Capacity of Internal Resources

Title	ADP-3.3.2.1 Analyse Impact on and Capacity of Internal Resources
Description	<ul style="list-style-type: none"> Analyse the impact of the Data Change Request on and capacity of internal resources.
Notes	<ul style="list-style-type: none"> This analysis may consider the resources needed to prepare products in which the Data Change Request will be included within the indicated timescales. Discussions may need to be held with those preparing products to discuss the extent of the changes required, for example, whether updates to customer data set configurations may be required. Liaison may be needed within the organisation to secure adequate resources.
Role	The Coordinator
Next Step	ADP-3.3.2.2 Record Analysis Performed

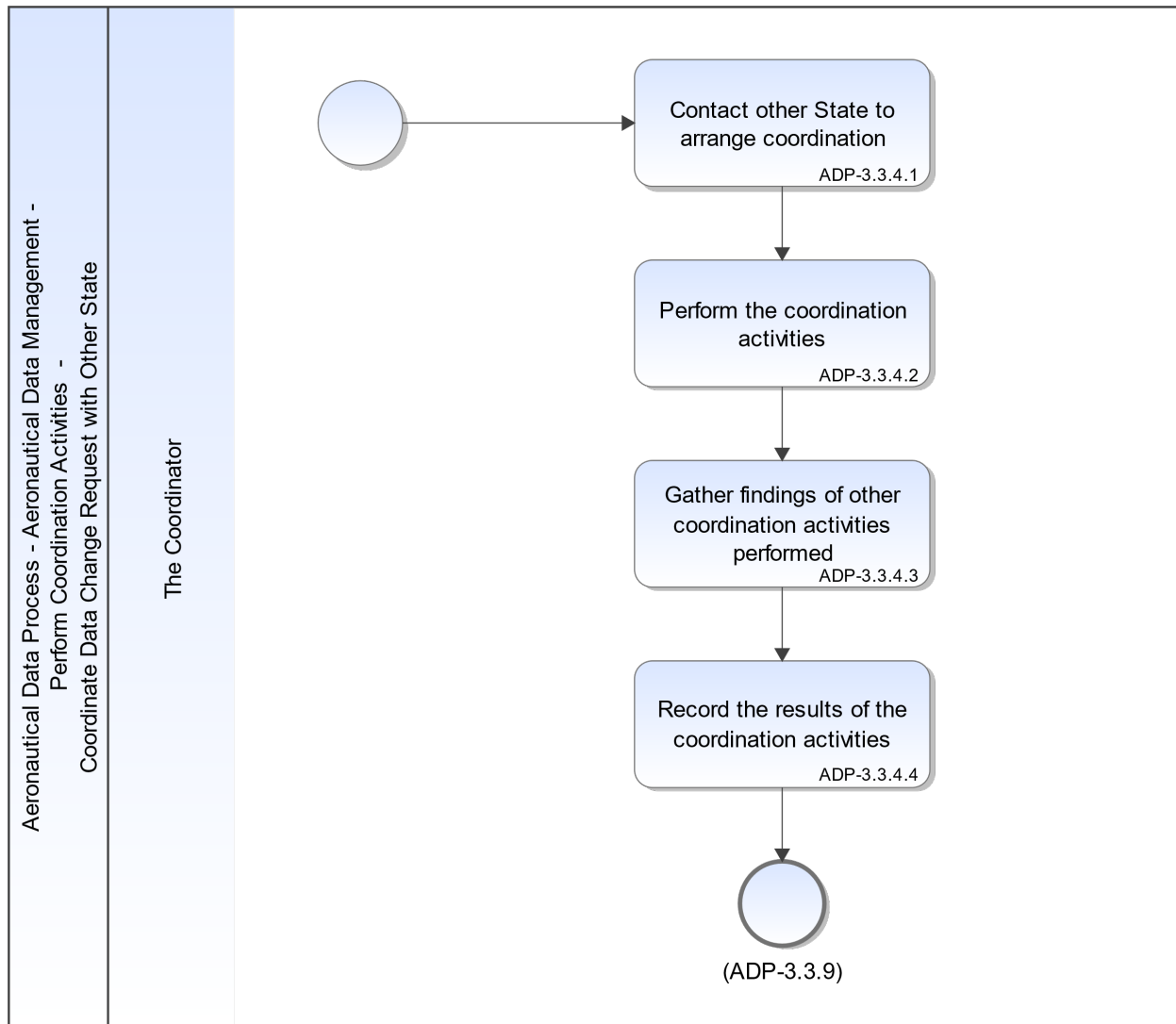
ADP-3.3.2.2 Record Analysis Performed

Title	ADP-3.3.2.2 Record Analysis Performed
Description	<ul style="list-style-type: none">Record the results of the analysis of internal resources performed.
Role	The Coordinator
Next Step	<i>ADP-3.3.2.3 Determine if Any Issues Were Identified</i>

ADP-3.3.2.3 Determine if Any Issues Were Identified

Title	ADP-3.3.2.3 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none">Determine if any issues were identified with internal resources.
Role	The Coordinator
Next Step	<p>If issues were identified, <i>ADP-3.3.10 Record Details of Issues Identified</i>.</p> <p>If no issues were identified, in parallel:</p> <ul style="list-style-type: none"><i>ADP-3.3.3 Determine if Coordination Required with Other State(s)</i>;<i>ADP-3.3.5 Determine if Coordination Required with Other Party(ies)</i>;<i>ADP-3.3.7 Determine if Safety Support Assessment Required</i>.

ADP-3.3.4 Coordinate Data Change Request with Other State



ADP-3.3.4.1 Contact Other State to Arrange Coordination

Title	ADP-3.3.4.1 Contact Other State to Arrange Coordination
Description	<ul style="list-style-type: none"> Contact the other State to agree and arrange the coordination that should take place.
Notes	<ul style="list-style-type: none"> The Coordinator may perform some activities and, in other cases, others will be requested to perform activities, either within the Coordinator's organisation, the Coordinator's State or the other State. Coordination activities may include technical coordination of data sets to ensure that the correct versions of States' data are used by other States and that data / products are consistent. Formal arrangements may detail the coordination activities that should take place with other States.
Role	The Coordinator
Next Step	ADP-3.3.4.2 Perform the Coordination Activities

ADP-3.3.4.2 Perform the Coordination Activities

Title	ADP-3.3.4.2 Perform the Coordination Activities
Description	<ul style="list-style-type: none">• Perform the coordination activities for which responsibility is held.
Role	The Coordinator
Next Step	<i>ADP-3.3.4.3 Gather Findings of Other Coordination Activities Performed</i>

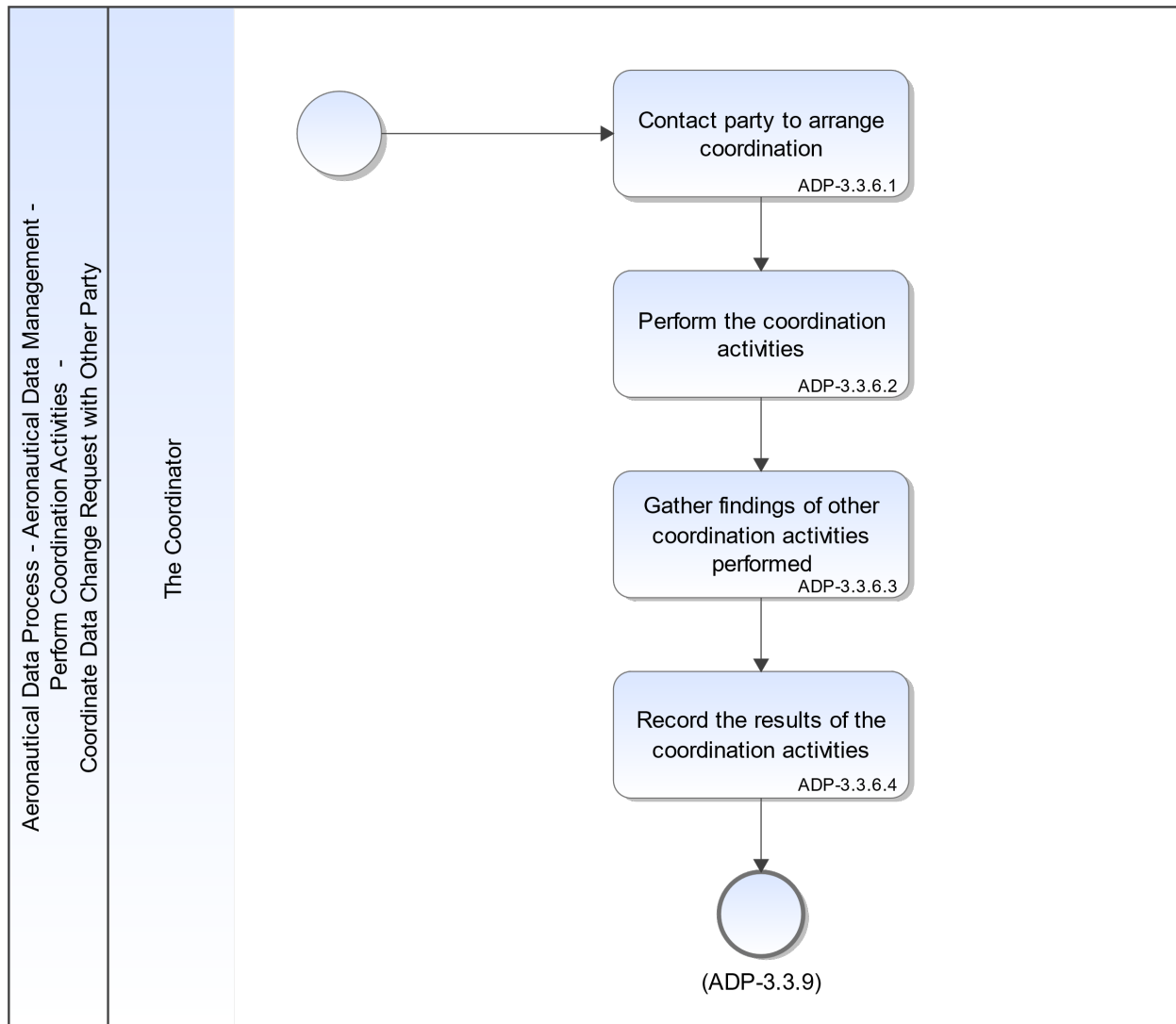
ADP-3.3.4.3 Gather Findings of Other Coordination Activities Performed

Title	ADP-3.3.4.3 Gather Findings of Other Coordination Activities Performed
Description	<ul style="list-style-type: none">• Gather the findings of other coordination activities performed.
Role	The Coordinator
Next Step	<i>ADP-3.3.4.4 Record the Results of the Coordination Activities</i>

ADP-3.3.4.4 Record the Results of the Coordination Activities

Title	ADP-3.3.4.4 Record the Results of the Coordination Activities
Description	<ul style="list-style-type: none">• Record the results of the coordination activities.
Role	The Coordinator
Next Step	<i>ADP-3.3.9 Determine if Any Issues Were Identified</i>

ADP-3.3.6 Coordinate Data Change Request with Other Party



ADP-3.3.6.1 Contact Party to Arrange Coordination

Title	ADP-3.3.6.1 Contact Party to Arrange Coordination
Description	<ul style="list-style-type: none"> Contact the other party to agree and arrange the coordination that should take place.
Notes	<ul style="list-style-type: none"> The Coordinator may perform some activities and, in other cases, others will be requested to perform activities, either within the Coordinator's organisation or the other party's organisation. Coordination activities may include technical coordination of data sets, to ensure that the correct versions of States' data are used by other States and that data / products are consistent.
Role	The Coordinator
Next Step	ADP-3.3.6.2 Perform the Coordination Activities

ADP-3.3.6.2 Perform the Coordination Activities

Title	ADP-3.3.6.2 Perform the Coordination Activities
Description	<ul style="list-style-type: none">• Perform the coordination activities for which responsibility is held.
Role	The Coordinator
Next Step	<i>ADP-3.3.6.3 Gather Findings of Other Coordination Activities Performed</i>

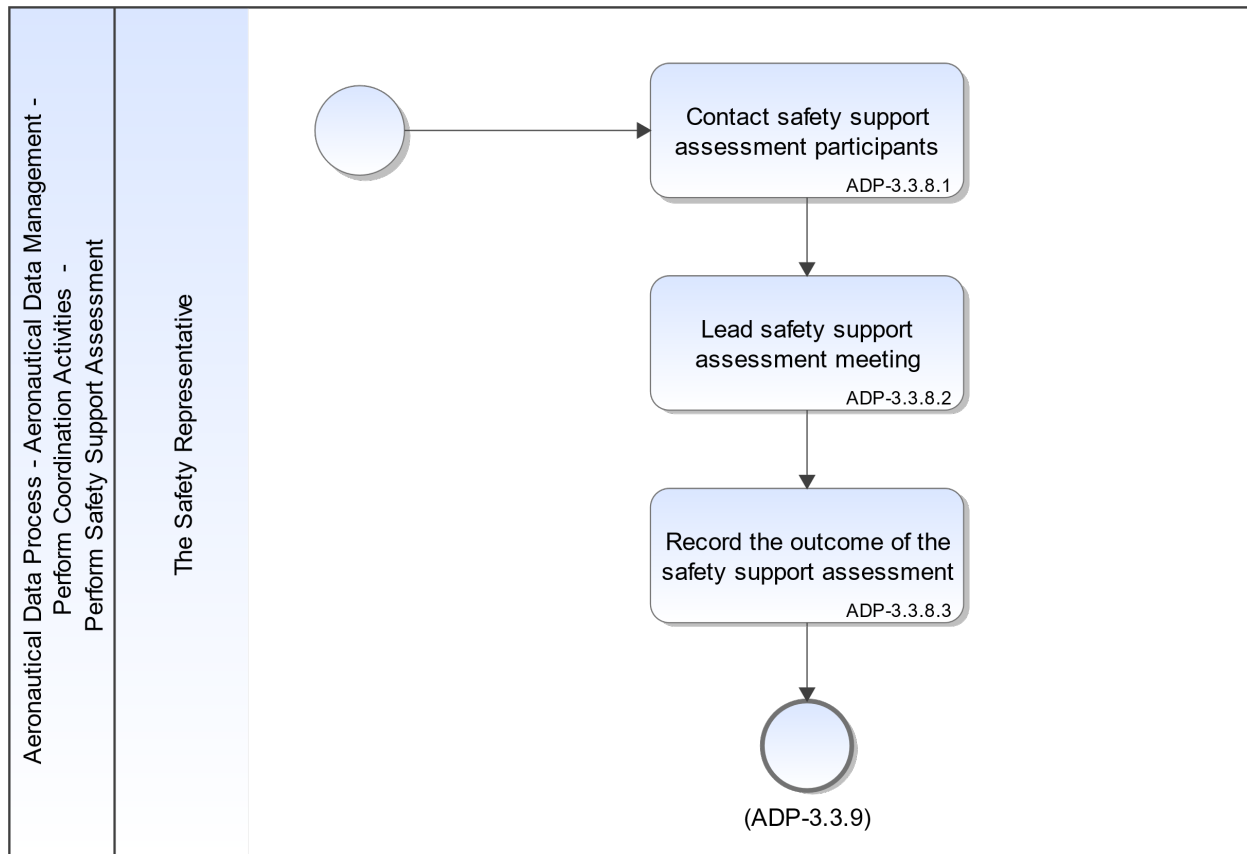
ADP-3.3.6.3 Gather Findings of Other Coordination Activities Performed

Title	ADP-3.3.6.3 Gather Findings of Other Coordination Activities Performed
Description	<ul style="list-style-type: none">• Gather the findings of other coordination activities performed.
Role	The Coordinator
Next Step	<i>ADP-3.3.6.4 Record the Results of the Coordination Activities</i>

ADP-3.3.6.4 Record the Results of the Coordination Activities

Title	ADP-3.3.6.4 Record the Results of the Coordination Activities
Description	<ul style="list-style-type: none">• Record the results of the coordination activities.
Role	The Coordinator
Next Step	<i>ADP-3.3.9 Determine if Any Issues Were Identified</i>

ADP-3.3.8 Perform Safety Support Assessment



ADP-3.3.8.1 Contact Safety Support Assessment Participants

Title	ADP-3.3.8.1 Contact Safety Support Assessment Participants
Description	<ul style="list-style-type: none"> Contact those parties/representatives that should attend the safety support assessment to arrange the safety support assessment meeting, providing them with all the necessary input material required for the safety support assessment.
Role	The Safety Representative
Next Step	ADP-3.3.8.2 Lead Safety Support Assessment Meeting

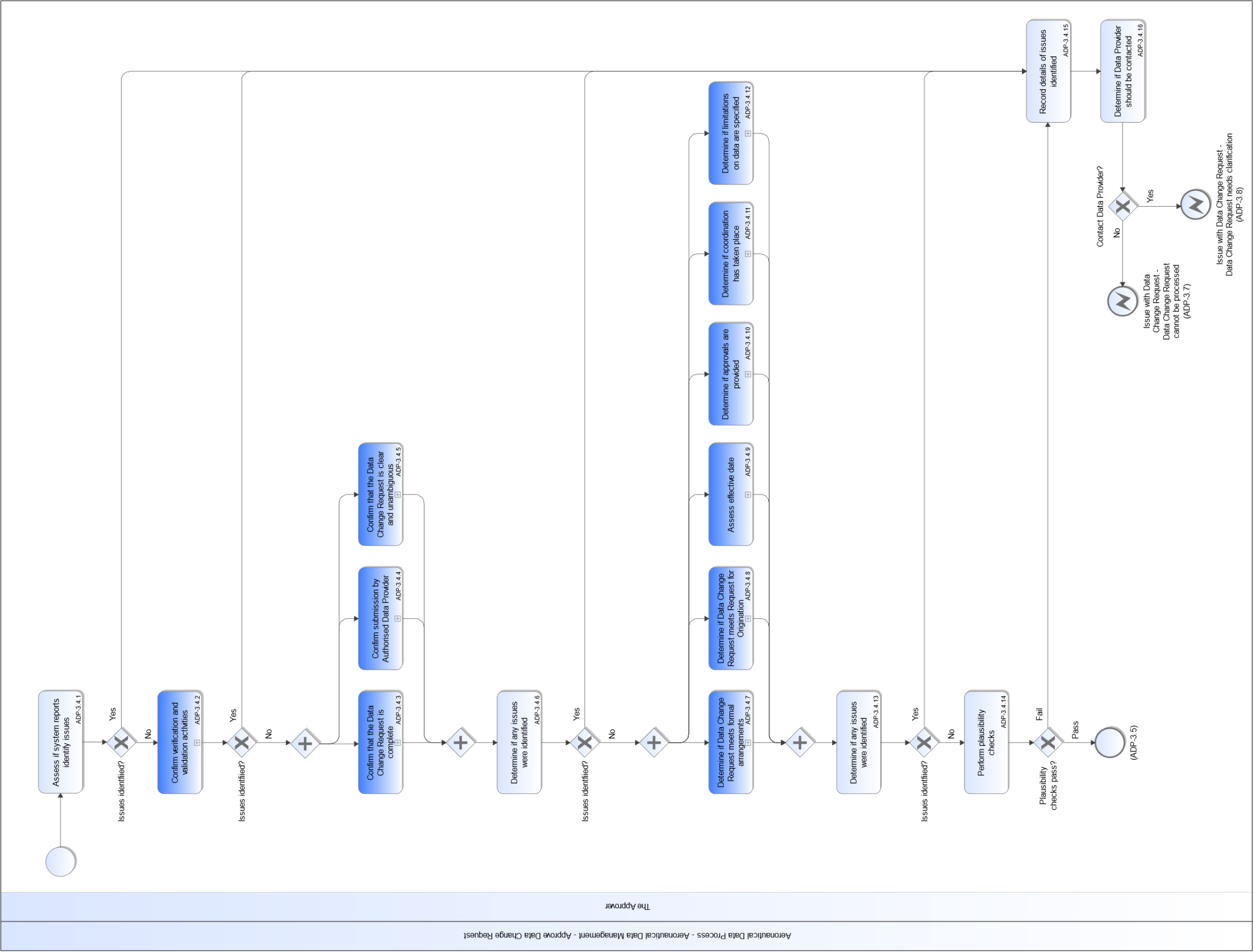
ADP-3.3.8.2 Lead Safety Support Assessment Meeting

Title	ADP-3.3.8.2 Lead Safety Support Assessment Meeting
Description	<ul style="list-style-type: none"> Lead the safety support assessment meeting and record the findings during the meeting.
Notes	<ul style="list-style-type: none"> Depending on the nature of the change, more than one safety support assessment meeting may be required.
Role	The Safety Representative
Next Step	ADP-3.3.8.3 Record the Outcome of the Safety Support Assessment

ADP-3.3.8.3 Record the Outcome of the Safety Support Assessment

Title	ADP-3.3.8.3 Record the Outcome of the Safety Support Assessment
Description	<ul style="list-style-type: none">• Document the final outcome of the safety support assessment.
Role	The Safety Representative
Next Step	<i>ADP-3.3.9 Determine if Any Issues Were Identified</i>

ADP-3.4 Approve Data Change Request



ADP-3.4.1 Assess if System Reports Identify Issues

Title	ADP-3.4.1 Assess if System Reports Identify Issues
Description	<ul style="list-style-type: none"> If system reports are available, determine if these identify any issues with the Data Change Request.
Role	The Approver
Next Step	<p>If system reports do not identify any issues, ADP-3.4.2 Confirm Verification and Validation Activities.</p> <p>If system reports identify issues, ADP-3.4.15 Record Details of Issues Identified.</p>

ADP-3.4.2 Confirm Verification and Validation Activities

Title	ADP-3.4.2 Confirm Verification and Validation Activities
Description	<ul style="list-style-type: none"> Review the verification activities performed by the Coordinator to ensure that all required checks were performed and the results documented. Review the validation activities performed by the Evaluator to ensure that all required checks were performed and the results documented. Record any issues identified.
Role	The Approver
Next Step	<p>If no issues are identified, in parallel:</p> <ul style="list-style-type: none"> ADP-3.4.3 Confirm that the Data Change Request is Complete; ADP-3.4.4 Confirm Submission by Authorised Data Provider; ADP-3.4.5 Confirm that the Data Change Request is Clear and Unambiguous. <p>If issues are identified, ADP-3.4.15 Record Details of Issues Identified.</p>

ADP-3.4.3 Confirm that the Data Change Request is Complete

Title	ADP-3.4.3 Confirm that the Data Change Request is Complete
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if all the required information is included in the Data Change Request. Any issues identified should be recorded.
Role	The Approver
Next Step	ADP-3.4.6 Determine if any Issues Were Identified

ADP-3.4.4 Confirm Submission by Authorised Data Provider

Title	ADP-3.4.4 Confirm Submission by Authorised Data Provider
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the Data Provider is authorised to provide the data items contained in the Data Change Request. Any issues identified should be recorded.
Role	The Approver
Next Step	ADP-3.4.6 Determine if any Issues Were Identified

ADP-3.4.5 Confirm that the Data Change Request is Clear and Unambiguous

Title	ADP-3.4.5 Confirm that the Data Change Request is Clear and Unambiguous
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the information contained in it is both clear and unambiguous. Any issues identified should be recorded.
Role	The Approver
Next Step	ADP-3.4.6 Determine if any Issues Were Identified

ADP-3.4.6 Determine if any Issues Were Identified

Title	ADP-3.4.6 Determine if any Issues Were Identified
Description	<ul style="list-style-type: none"> Determine if issues were identified when checking: <ul style="list-style-type: none"> If the Data Change Request is complete; If the Data Change Request was submitted by an authorised Data Provider; If the Data Change Request is clear and unambiguous.
Role	The Approver
Next Step	<p>If issues were identified, ADP-3.4.15 Record Details of Issues Identified.</p> <p>If issues were not identified, in parallel:</p> <ul style="list-style-type: none"> ADP-3.4.7 Determine if Data Change Request Meets Formal Arrangements; ADP-3.4.8 Determine if Data Change Request Meets Request for Origination; ADP-3.4.9 Assess Effective Date; ADP-3.4.10 Determine if Approvals are Provided; ADP-3.4.11 Determine if Coordination has Taken Place; ADP-3.4.12 Determine if Limitations on Data are Specified.

ADP-3.4.7 Determine if Data Change Request Meets Formal Arrangements

Title	ADP-3.4.7 Determine if Data Change Request Meets Formal Arrangements
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if it is in accordance with the formal arrangements, including: <ul style="list-style-type: none"> Format; Scope of data; Data quality requirements. Record any issues identified.
Notes	<ul style="list-style-type: none"> Qualified tools and business rules may support the validation process. In validating the data, the AIS Provider relies on and will refer to the validation and verification activities applied to the data during the data origination process. There may be some duplication with the checks made to confirm that the Data Change Request is in accordance with the Request for Origination, that approvals have been obtained and that coordination has taken place.
Role	The Approver
Next Step	ADP-3.4.13 Determine if Any Issues Were Identified

ADP-3.4.8 Determine if Data Change Request Meets Request for Origination

Title	ADP-3.4.8 Determine if Data Change Request Meets Request for Origination
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the data has been originated in accordance with the instructions included in the Request for Origination. Record any issues identified.
Notes	<ul style="list-style-type: none"> There may be some duplication with the checks made to confirm that the Data Change Request is in accordance with the formal arrangements, that approvals have been obtained and that coordination has taken place. In validating the data, the AIS Provider relies on and will refer to the validation and verification activities applied to the data during the data origination process.
Role	The Approver
Next Step	ADP-3.4.13 Determine if Any Issues Were Identified

ADP-3.4.9 Assess Effective Date

Title	ADP-3.4.9 Assess Effective Date
Description	<ul style="list-style-type: none"> Assess the effective date of the data included in the Data Change Request to confirm it is both included and feasible. Record any issues identified.
Role	The Approver
Next Step	ADP-3.4.13 Determine if Any Issues Were Identified

ADP-3.4.10 Determine if Approvals are Provided

Title	ADP-3.4.10 Determine if Approvals are Provided
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if all approvals that need to be provided have been acquired and are attached. Record any issues identified.
Notes	<ul style="list-style-type: none"> There may be some duplication with the checks made to confirm that the Data Change Request is in accordance with the formal arrangements, that the Data Change Request is in accordance with the Request for Origination and that coordination has taken place.
Role	The Approver
Next Step	ADP-3.4.13 Determine if Any Issues Were Identified

ADP-3.4.11 Determine if Coordination has Taken Place

Title	ADP-3.4.11 Determine if Coordination has Taken Place
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if all coordination that needed to be undertaken before the Data Change Request was submitted, has been carried out. Record any issues identified.
Notes	<ul style="list-style-type: none"> There may be some duplication with the checks made to confirm that the Data Change Request is in accordance with the formal arrangements, that the Data Change Request is in accordance with the Request for Origination and that approvals have been obtained.
Role	The Approver
Next Step	ADP-3.4.13 Determine if Any Issues Were Identified

ADP-3.4.12 Determine if Limitations on Data are Specified

Title	ADP-3.4.12 Determine if Limitations on Data are Specified
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if any limitations on the data have been specified. Record any issues identified.
Notes	<ul style="list-style-type: none"> Limitations may result in the data not being useable.
Role	The Approver
Next Step	ADP-3.4.13 Determine if Any Issues Were Identified

ADP-3.4.13 Determine if Any Issues Were Identified

Title	ADP-3.4.13 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none"> Determine if issues were identified when checking: <ul style="list-style-type: none"> If the Data Change Request is in accordance with the formal arrangements; If the Data Change Request is in accordance with any Request for Origination; If the effective date is included and is feasible; If the required approvals have been provided; If the required coordination has taken place; If there are any limitations on the use of the data.
Notes	<ul style="list-style-type: none"> In exceptional circumstances, data that does not meet its data quality requirements may be annotated as such and processing may continue.
Role	The Approver
Next Step	<p>If issues were identified, ADP-3.4.15 Record Details of Issues Identified.</p> <p>If issues were not identified, ADP-3.4.14 Perform Plausibility Checks.</p>

ADP-3.4.14 Perform Plausibility Checks

Title	ADP-3.4.14 Perform Plausibility Checks
Description	<ul style="list-style-type: none"> Perform plausibility checks to identify errors in the data provided.
Notes	<ul style="list-style-type: none"> In validating the data, the AIS Provider relies on and will refer to the validation and verification activities applied to the data during the data origination process. Validation and verification activities during the data origination process are essential to ensure that the required data quality is achieved. Plausibility checks should be determined for different data types.
Role	The Approver
Next Step	<p>If issues were identified, ADP-3.4.15 Record Details of Issues Identified.</p> <p>If issues were not identified, ADP-3.5 Make Data Available.</p>

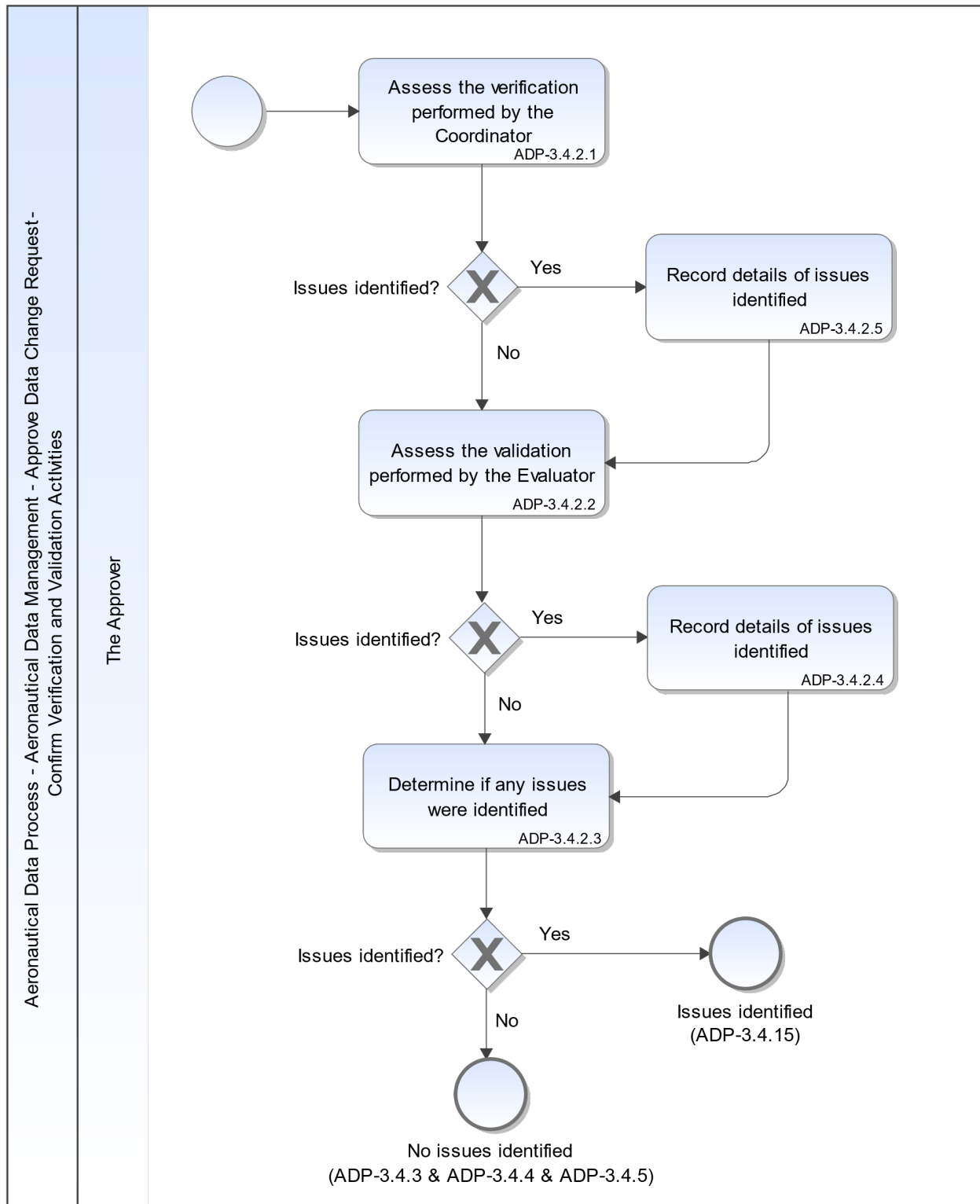
ADP-3.4.15 Record Details of Issues Identified

Title	ADP-3.4.15 Record Details of Issues Identified
Description	<ul style="list-style-type: none">Record details of the issues identified when approving the Data Change Request.
Role	The Approver
Next Step	<i>ADP-3.4.16 Determine if Data Provider Should be Contacted</i>

ADP-3.4.16 Determine if Data Provider Should be Contacted

Title	ADP-3.4.16 Determine if Data Provider Should be Contacted
Description	<ul style="list-style-type: none">Determine if the Data Provider should be contacted about the issues identified.
Role	The Approver
Next Step	If the Data Provider should be contacted, <i>ADP-3.8 Clarify Data Change Request with Data Provider</i> . If the Data Provider should not be contacted, <i>ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed</i> .

ADP-3.4.2 Confirm Verification and Validation Activities



ADP-3.4.2.1 Assess the Verification Performed by the Coordinator

Title	ADP-3.4.2.1 Assess the Verification Performed by the Coordinator
Description	<ul style="list-style-type: none"> Assess the verification performed by the Coordinator, including the recorded findings, to determine if all the required checks were made and recorded correctly.
Role	The Approver
Next Step	If issues were identified, ADP-3.4.2.5 Record Details of Issues Identified . If no issues were identified, ADP-3.4.2.2 Assess the Validation Performed by the Evaluator .

ADP-3.4.2.2 Assess the Validation Performed by the Evaluator

Title	ADP-3.4.2.2 Assess the Validation Performed by the Evaluator
Description	<ul style="list-style-type: none"> Assess the validation performed by the Evaluator, including the recorded findings, to determine if all the required checks were made and recorded correctly.
Role	The Approver
Next Step	If issues were identified, ADP-3.4.2.4 Record Details of Issues Identified . If no issues were identified, ADP-3.4.2.3 Determine if Any Issues Were Identified .

ADP-3.4.2.3 Determine if Any Issues Were Identified

Title	ADP-3.4.2.3 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none"> Determine if any issues have been identified.
Role	The Approver
Next Step	If no issues were identified, in parallel: <ul style="list-style-type: none"> ADP-3.4.3 Confirm that the Data Change Request is Complete; ADP-3.4.4 Confirm Submission by Authorised Data Provider; ADP-3.4.5 Confirm that the Data Change Request is Clear and Unambiguous. If issues were identified, ADP-3.4.15 Record Details of Issues Identified .

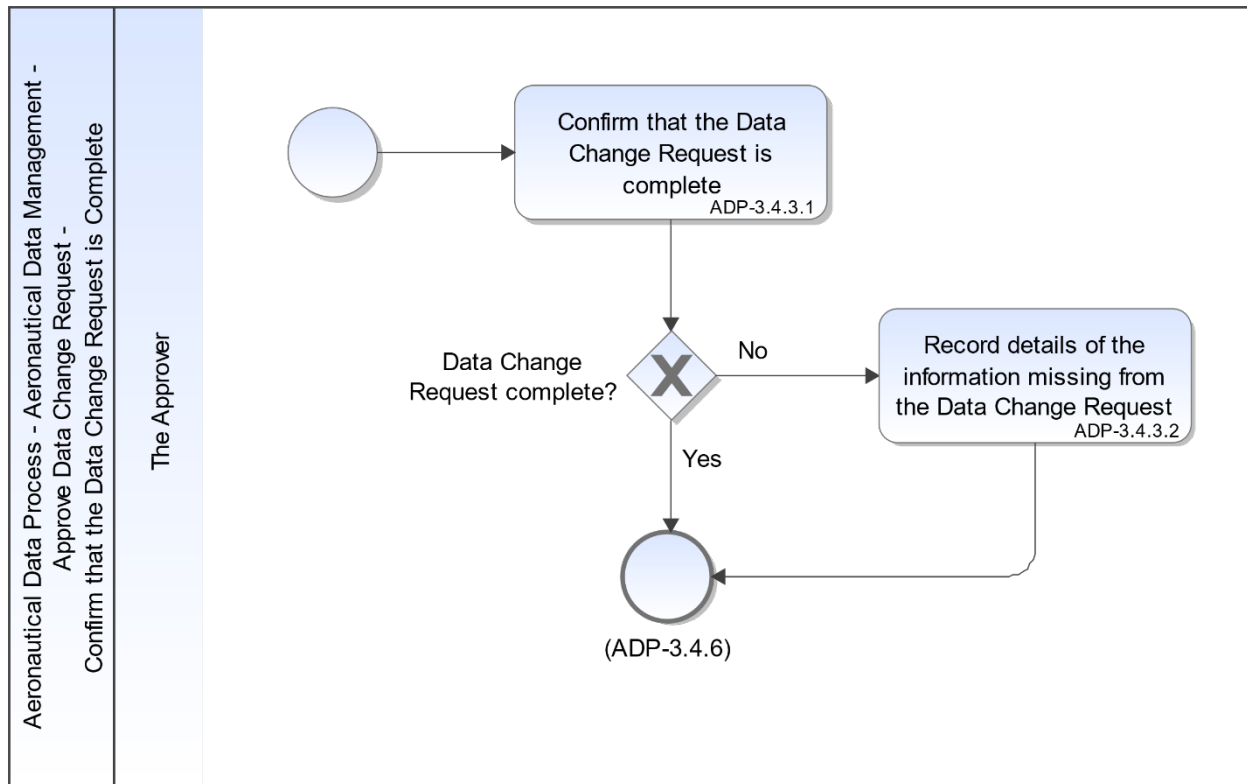
ADP-3.4.2.4 Record Details of Issues Identified

Title	ADP-3.4.2.4 Record Details of Issues Identified
Description	<ul style="list-style-type: none"> Record details of the issues identified with the validation.
Role	The Approver
Next Step	ADP-3.4.2.3 Determine if Any Issues Were Identified

ADP-3.4.2.5 Record Details of Issues Identified

Title	ADP-3.4.2.5 Record Details of Issues Identified
Description	<ul style="list-style-type: none"> Record details of the issues identified with the verification.
Role	The Approver
Next Step	ADP-3.4.2.2 Assess the Validation Performed by the Evaluator

ADP-3.4.3 Confirm that the Data Change Request is Complete



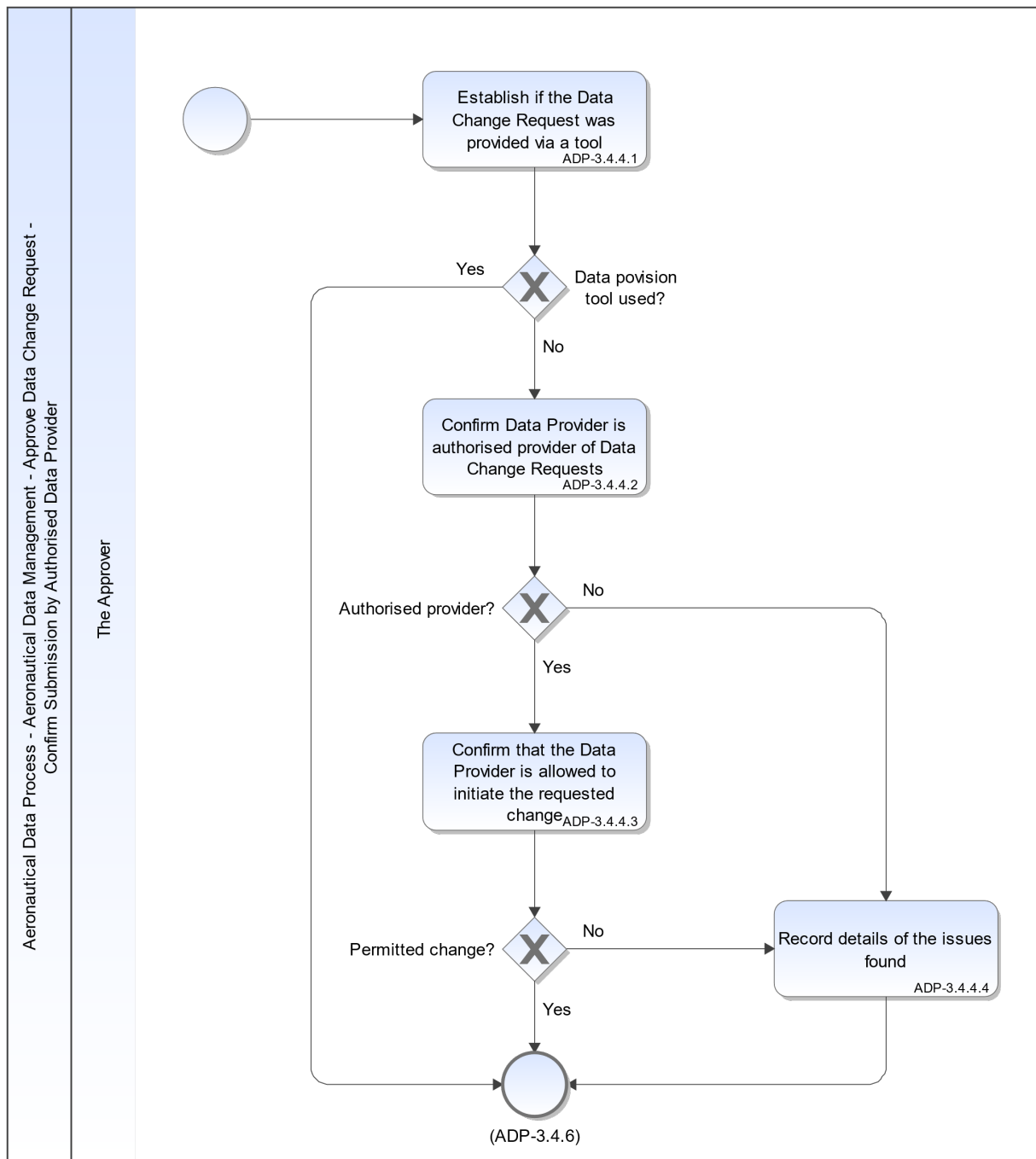
ADP-3.4.3.1 Confirm that the Data Change Request is Complete

Title	ADP-3.4.3.1 Confirm that the Data Change Request is Complete
Description	<ul style="list-style-type: none"> Assess the Data Change Request to ensure that all the necessary information has been provided.
Role	The Approver
Next Step	If the Approver found the Data Change Request to be incomplete, ADP-3.4.3.2 Record Details of the Information Missing from the Data Change Request . If the Approver found the Data Change Request to be complete, ADP-3.4.6 Determine if any Issues Were Identified .

ADP-3.4.3.2 Record Details of the Information Missing from the Data Change Request

Title	ADP-3.4.3.2 Record Details of the Information Missing from the Data Change Request
Description	<ul style="list-style-type: none"> Record that the Data Change Request was considered to be incomplete and identify the missing information.
Role	The Approver
Next Step	ADP-3.4.6 Determine if any Issues Were Identified

ADP-3.4.4 Confirm Submission by Authorised Data Provider



ADP-3.4.4.1 Establish if the Data Change Request was Provided Via a Tool

Title	ADP-3.4.4.1 Establish if the Data Change Request was Provided Via a Tool
Description	<ul style="list-style-type: none"> Establish if the Data Change Request was provided through a tool interface by the Data Provider.
Role	The Approver
Next Step	<p>If the Data Change Request was provided through a tool interface, ADP-3.4.6 Determine if any Issues Were Identified.</p> <p>If the Data Change Request was not provided through a tool interface, ADP-3.4.4.2 Confirm Data Provider is Authorised Provider of Data Change Requests.</p>

ADP-3.4.4.2 Confirm Data Provider is Authorised Provider of Data Change Requests

Title	ADP-3.4.4.2 Confirm Data Provider is Authorised Provider of Data Change Requests
Description	<ul style="list-style-type: none"> Establish if the Data Provider is an authorised provider of Data Change Requests.
Notes	<ul style="list-style-type: none"> Reference should be made to the State Data Provision Index or list of authorised Data Providers managed by the AIS.
Role	The Approver
Next Step	<p>If the Data Provider is not an authorised provider of Data Change Requests, ADP-3.4.4.4 Record Details of the Issues Identified.</p> <p>If the Data Provider is an authorised provider of Data Change Requests, ADP-3.4.4.3 Confirm that the Data Provider is Allowed to Initiate the Requested Change.</p>

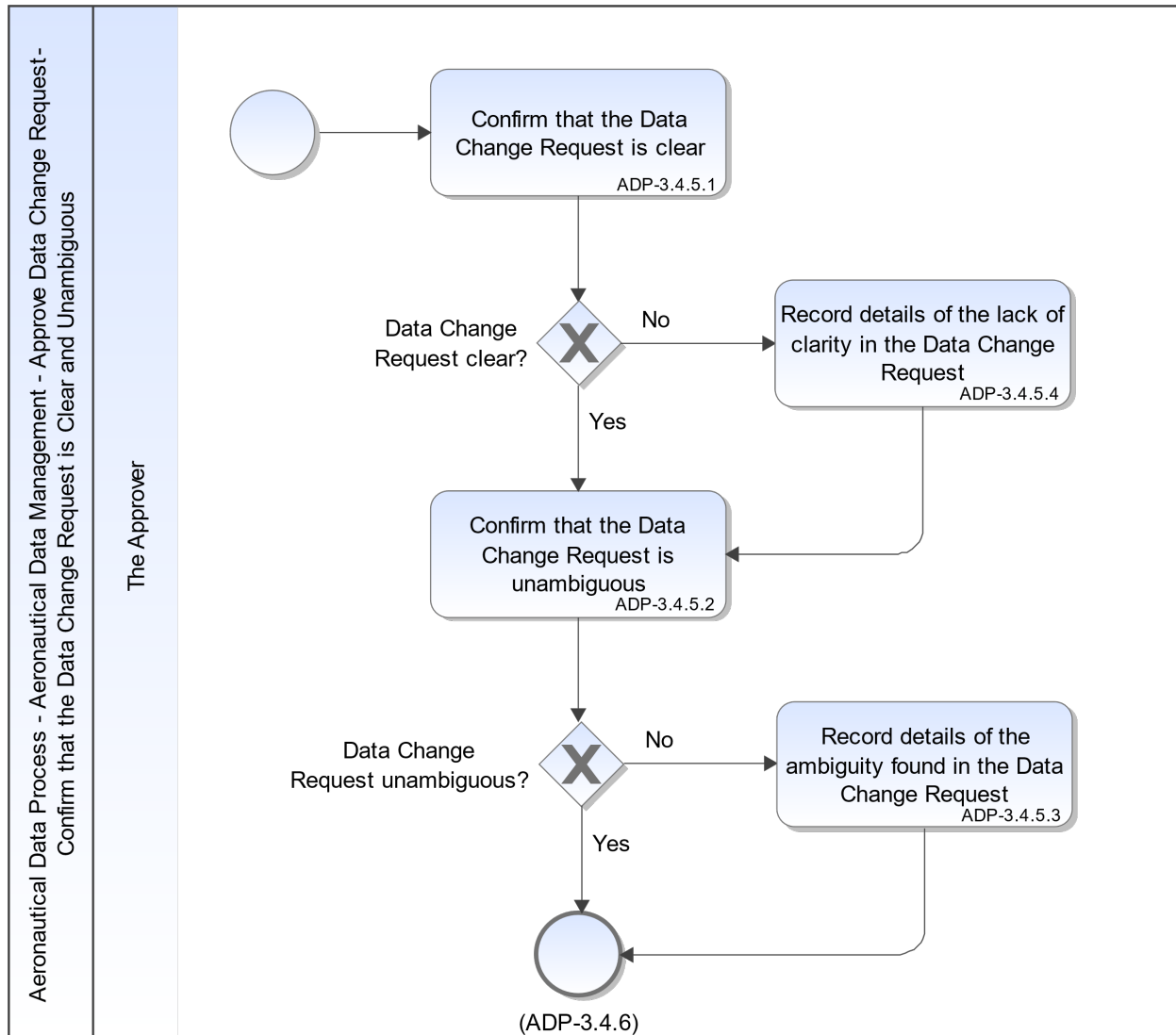
ADP-3.4.4.3 Confirm that the Data Provider is Allowed to Initiate the Requested Change

Title	ADP-3.4.4.3 Confirm that the Data Provider is Allowed to Initiate the Requested Change
Description	<ul style="list-style-type: none"> Establish if the Data Provider is permitted to initiate Data Change Requests related to the specific data items included in the Data Change Request.
Notes	<ul style="list-style-type: none"> Reference should be made to the State Data Provision Index or list of Authorised Data Providers managed by the AIS, as well as formal arrangements in place with the Data Provider.
Role	The Approver
Next Step	<p>If the Data Provider is not permitted to initiate Data Change Requests related to the specific data items included in the Data Change Request, ADP-3.4.4.4 Record Details of the Issues Identified.</p> <p>If the Data Provider is permitted to initiate Data Change Requests related to the specific data items included in the Data Change Request, ADP-3.4.6 Determine if any Issues Were Identified.</p>

ADP-3.4.4.4 Record Details of the Issues Identified

Title	ADP-3.4.4.4 Record Details of the Issues Identified
Description	<ul style="list-style-type: none"> Record the issues identified during the assessment of the provider of the Data Change Request.
Role	The Approver
Next Step	ADP-3.4.6 Determine if any Issues Were Identified

ADP-3.4.5 Confirm that the Data Change Request is Clear and Unambiguous



ADP-3.4.5.1 Confirm that the Data Change Request is Clear

Title	ADP-3.4.5.1 Confirm that the Data Change Request is Clear
Description	<ul style="list-style-type: none"> Assess the Data Change Request to ensure that it is clear.
Role	The Approver
Next Step	<p>If the Data Change Request is unclear, ADP-3.4.5.4 Record Details of the Lack of Clarity in the Data Change Request.</p> <p>If the Data Change Request is clear, ADP-3.4.5.2 Confirm that the Data Change Request is Unambiguous.</p>

ADP-3.4.5.2 Confirm that the Data Change Request is Unambiguous

Title	ADP-3.4.5.2 Confirm that the Data Change Request is Unambiguous
Description	<ul style="list-style-type: none"> Assess the Data Change Request to ensure that it is unambiguous.
Role	The Approver
Next Step	<p>If the Data Change Request is ambiguous, ADP-3.4.5.3 Record Details of the Ambiguity Found in the Data Change Request.</p> <p>If the Data Change Request is unambiguous, ADP-3.4.6 Determine if any Issues Were Identified.</p>

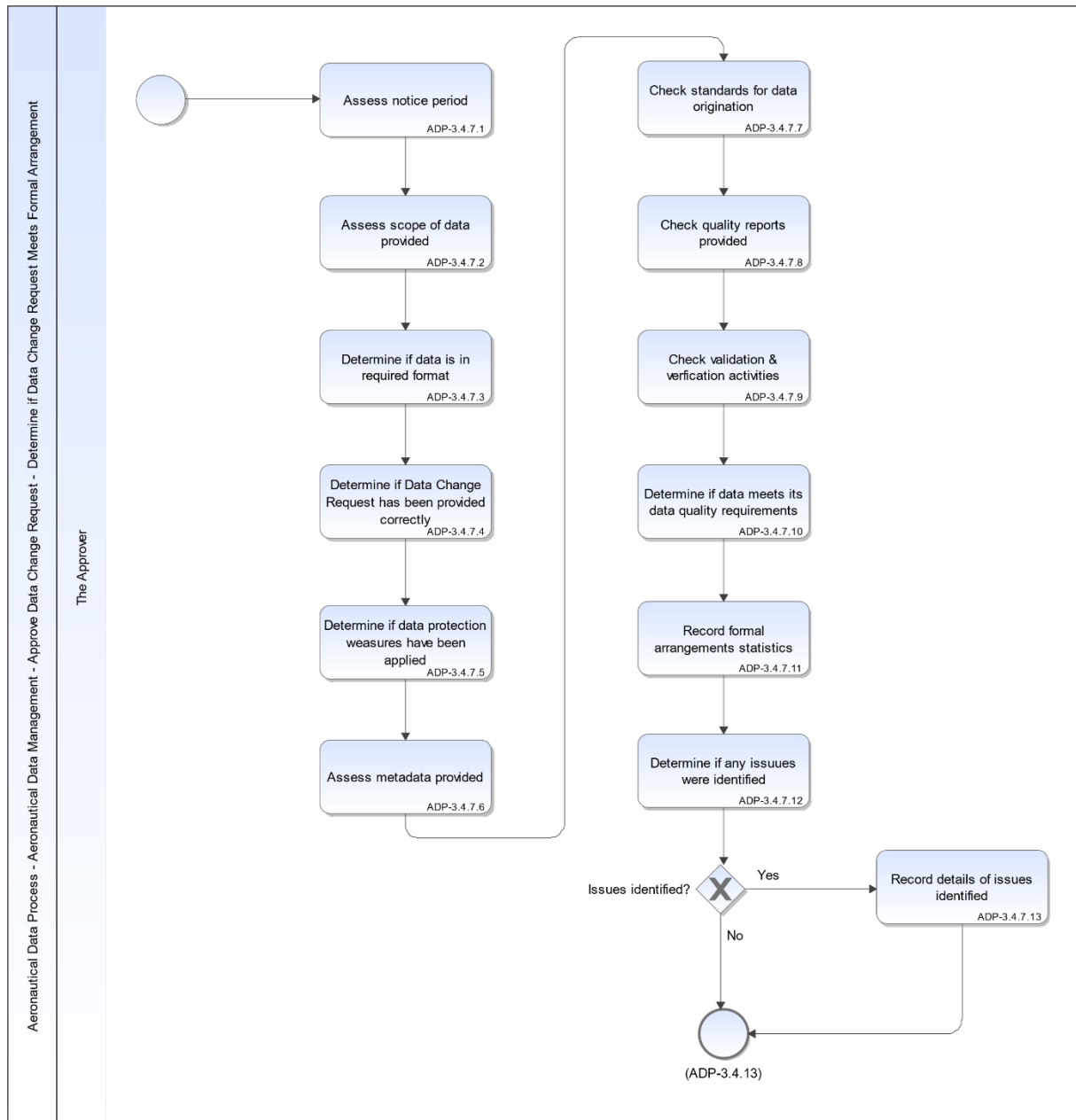
ADP-3.4.5.3 Record Details of the Ambiguity Found in the Data Change Request

Title	ADP-3.4.5.3 Record Details of the Ambiguity Found in the Data Change Request
Description	<ul style="list-style-type: none"> Record the ambiguities identified in the Data Change Request.
Role	The Approver
Next Step	ADP-3.4.6 Determine if any Issues Were Identified

ADP-3.4.5.4 Record Details of the Lack of Clarity in the Data Change Request

Title	ADP-3.4.5.4 Record Details of the Lack of Clarity in the Data Change Request
Description	<ul style="list-style-type: none"> Record details of the lack of clarity identified in the Data Change Request.
Role	The Approver
Next Step	ADP-3.4.5.2 Confirm that the Data Change Request is Unambiguous

ADP-3.4.7 Determine if Data Change Request Meets Formal Arrangements



ADP-3.4.7.1 Assess Notice Period

Title	ADP-3.4.7.1 Assess Notice Period
Description	<ul style="list-style-type: none"> Assess the notice period with which the Data Change Request has been provided to determine if it is in accordance with the timescales detailed in the formal arrangements, and to determine if there is an impact on the processing of the Data Change Request and Product Creation process as a result.
Role	The Approver
Next Step	ADP-3.4.7.2 Assess Scope of Data Provided

ADP-3.4.7.2 Assess Scope of Data Provided

Title	ADP-3.4.7.2 Assess Scope of Data Provided
Description	<ul style="list-style-type: none"> Assess the Data Change Request to ensure that the scope of the data provided in the Data Change Request is within the scope of the data defined in the formal arrangements.
Role	The Approver
Next Step	ADP-3.4.7.3 Determine if Data is in Required Format

ADP-3.4.7.3 Determine if Data is in Required Format

Title	ADP-3.4.7.3 Determine if Data is in Required Format
Description	<ul style="list-style-type: none"> Assess the Data Change Request to ensure that the data is provided in the format defined in the formal arrangements.
Role	The Approver
Next Step	ADP-3.4.7.4 Determine if Data Change Request has been Provided Correctly

ADP-3.4.7.4 Determine if Data Change Request has been Provided Correctly

Title	ADP-3.4.7.4 Determine if Data Change Request has been Provided Correctly
Description	<ul style="list-style-type: none"> Assess the means used to provide the Data Change Request to ensure it is in accordance with the means defined in the formal arrangements.
Notes	<ul style="list-style-type: none"> Means of provision in contingency situations should also be defined in formal arrangements.
Role	The Approver
Next Step	ADP-3.4.7.5 Determine if Data Protection Measures have been Applied

ADP-3.4.7.5 Determine if Data Protection Measures have been Applied

Title	ADP-3.4.7.5 Determine if Data Protection Measures have been Applied
Description	<ul style="list-style-type: none"> Determine if the data protection measures applied to the Data Change Request are in accordance with those detailed in the formal arrangements.
Role	The Approver
Next Step	ADP-3.4.7.6 Assess Metadata Provided

ADP-3.4.7.6 Assess Metadata Provided

Title	ADP-3.4.7.6 Assess Metadata Provided
Description	<ul style="list-style-type: none"> Assess the metadata included in the Data Change Request to ensure that it is complete and in accordance with the formal arrangements.
Role	The Approver
Next Step	ADP-3.4.7.7 Check Standards for Data Origination

ADP-3.4.7.7 Check Standards for Data Origination

Title	ADP-3.4.7.7 Check Standards for Data Origination
Description	<ul style="list-style-type: none"> Assess if the data origination standards defined in the formal arrangements were applied when originating the data.
Role	The Approver
Next Step	ADP-3.4.7.8 Check Quality Reports Provided

ADP-3.4.7.8 Check Quality Reports Provided

Title	ADP-3.4.7.8 Check Quality Reports Provided
Description	<ul style="list-style-type: none"> Assess any data quality report provided to ensure that it is in accordance with the formal arrangements.
Role	The Approver
Next Step	ADP-3.4.7.9 Assess Validation and Verification Activities

ADP-3.4.7.9 Assess Validation and Verification Activities

Title	ADP-3.4.7.9 Assess Validation and Verification Activities
Description	<ul style="list-style-type: none"> Assess the validation and verification activities performed by the Data Originator and subsequent checks performed by the Data Provider to ensure that these have been carried out and are considered appropriate.
Role	The Approver
Next Step	ADP-3.4.7.10 Determine if Data Meets its Data Quality Requirements

ADP-3.4.7.10 Determine if Data Meets its Data Quality Requirements

Title	ADP-3.4.7.10 Determine if Data Meets its Data Quality Requirements
Description	<ul style="list-style-type: none"> Assess the metadata provided to confirm that the data meets its data quality requirements.
Notes	<ul style="list-style-type: none"> Attention should be paid to the accuracy and resolution requirements, in particular.
Role	The Approver
Next Step	ADP-3.4.7.11 Record Formal Arrangements Statistics

ADP-3.4.7.11 Record Formal Arrangements Statistics

Title	ADP-3.4.7.11 Record Formal Arrangements Statistics
Description	<ul style="list-style-type: none"> Record the statistics related to the provision of data in accordance with the formal arrangements.
Role	The Approver
Next Step	ADP-3.4.7.12 Determine if Any Issues Were Identified

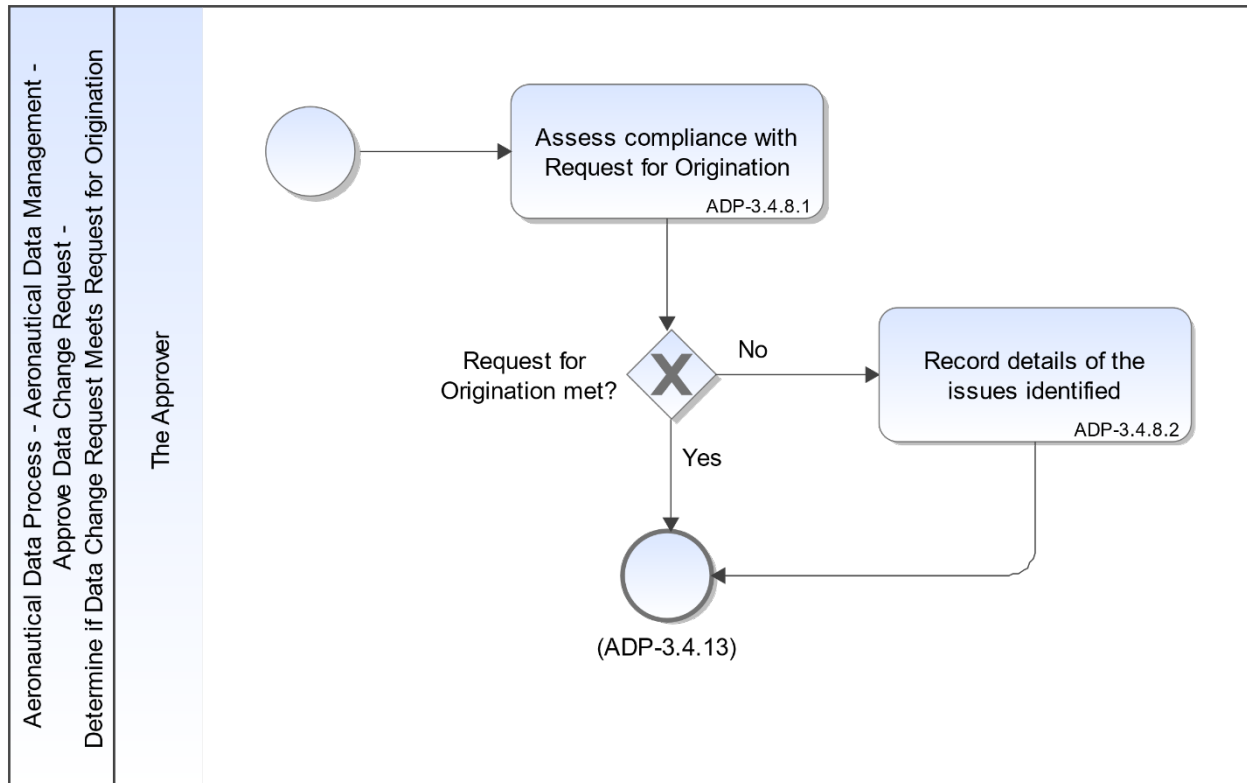
ADP-3.4.7.12 Determine if Any Issues Were Identified

Title	ADP-3.4.7.12 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none">Determine if any issues were identified during the assessment of the Data Change Request against the formal arrangements.
Role	The Approver
Next Step	If issues were identified, ADP-3.4.7.13 Record Details of Issues Identified . If no issues were identified, ADP-3.4.13 Determine if Any Issues Were Identified .

ADP-3.4.7.13 Record Details of Issues Identified

Title	ADP-3.4.7.13 Record Details of Issues Identified
Description	<ul style="list-style-type: none">Record details of the issues identified.
Role	The Approver
Next Step	ADP-3.4.13 Determine if Any Issues Were Identified

ADP-3.4.8 Determine if Data Change Request Meets Request for Origination



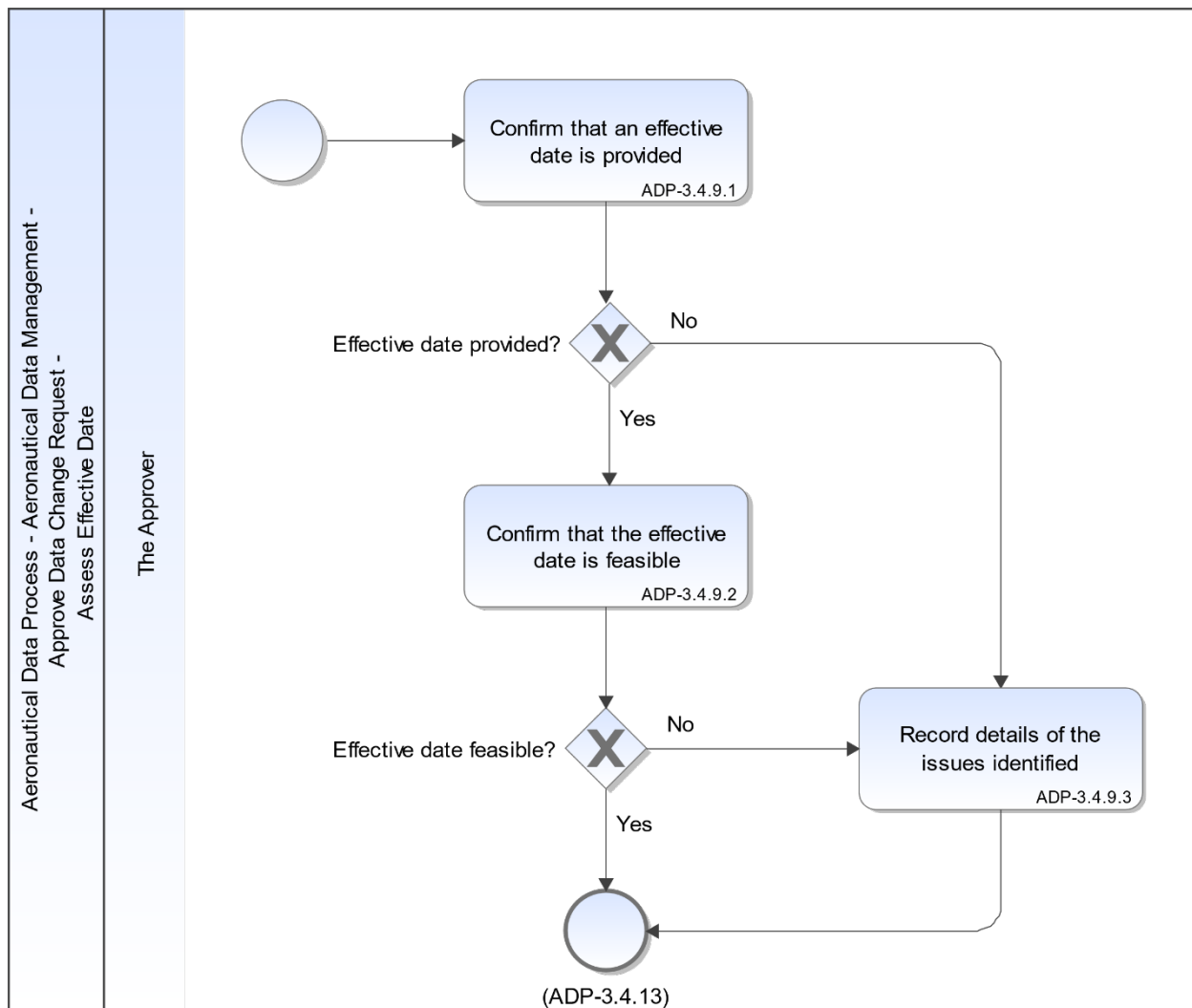
ADP-3.4.8.1 Assess Compliance with Request for Origination

Title	ADP-3.4.8.1 Assess Compliance with Request for Origination
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if it meets the instructions and requirements contained in the Request for Origination.
Role	The Approver
Next Step	If issues were identified, ADP-3.4.8.2 Record Details of the Issues Identified . If no issues were identified, ADP-3.4.13 Determine if Any Issues Were Identified .

ADP-3.4.8.2 Record Details of the Issues Identified

Title	ADP-3.4.8.2 Record Details of the Issues Identified
Description	<ul style="list-style-type: none"> Record details of the issues identified.
Role	The Approver
Next Step	ADP-3.4.13 Determine if Any Issues Were Identified

ADP-3.4.9 Assess Effective Date



ADP-3.4.9.1 Confirm that an Effective Date is Provided

Title	ADP-3.4.9.1 Confirm that an Effective Date is Provided
Description	<ul style="list-style-type: none"> Assess if an effective date has been provided in the Data Change Request.
Role	The Approver
Next Step	If no effective date has been provided, ADP-3.4.9.3 Record Details of the Issues Identified . If an effective date has been provided, ADP-3.4.9.2 Confirm that the Effective Date is Feasible .

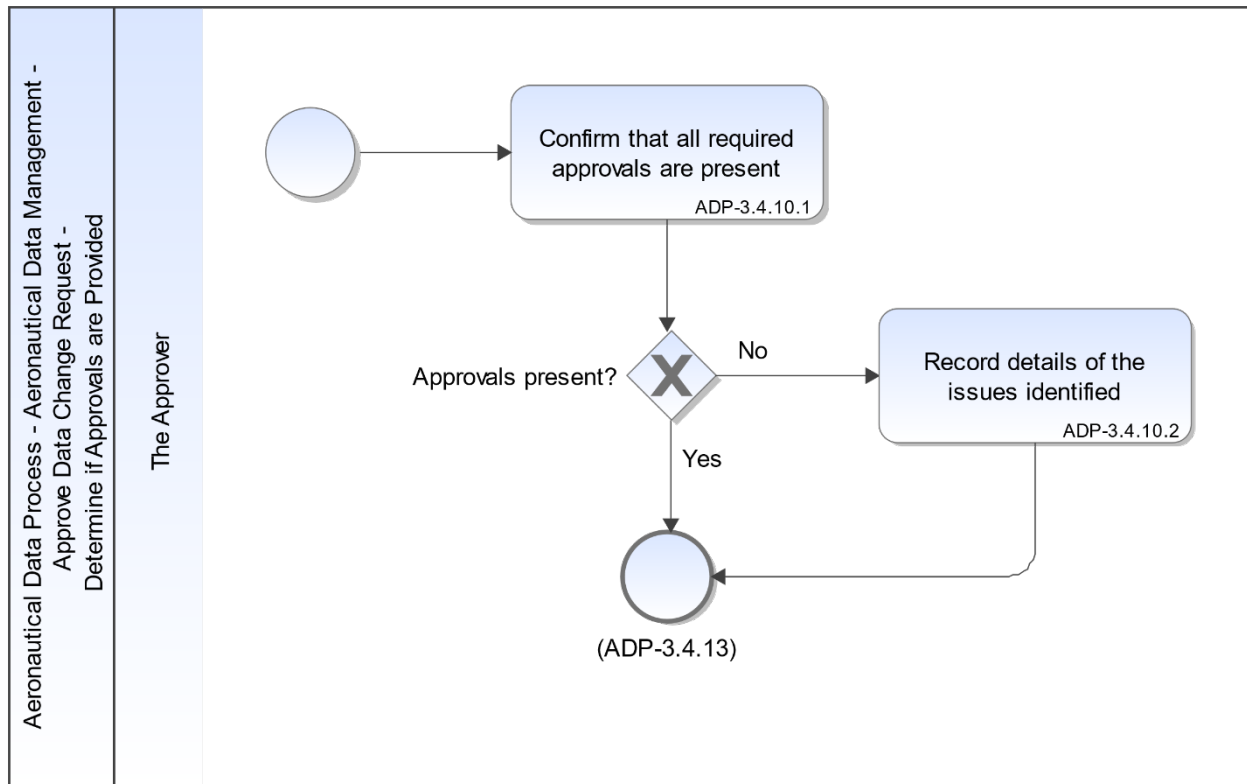
ADP-3.4.9.2 Confirm that the Effective Date is Feasible

Title	ADP-3.4.9.2 Confirm that the Effective Date is Feasible
Description	<ul style="list-style-type: none"> Determine if the effective date provided is feasible.
Role	The Approver
Next Step	If the effective date is feasible, ADP-3.4.13 Determine if Any Issues Were Identified . If the effective date is not feasible, ADP-3.4.9.3 Record Details of the Issues Identified .

ADP-3.4.9.3 Record Details of the Issues Identified

Title	ADP-3.4.9.3 Record Details of the Issues Identified
Description	<ul style="list-style-type: none">Record details of the issues identified.
Role	The Approver
Next Step	<i>ADP-3.4.13 Determine if Any Issues Were Identified</i>

ADP-3.4.10 Determine if Approvals are Provided



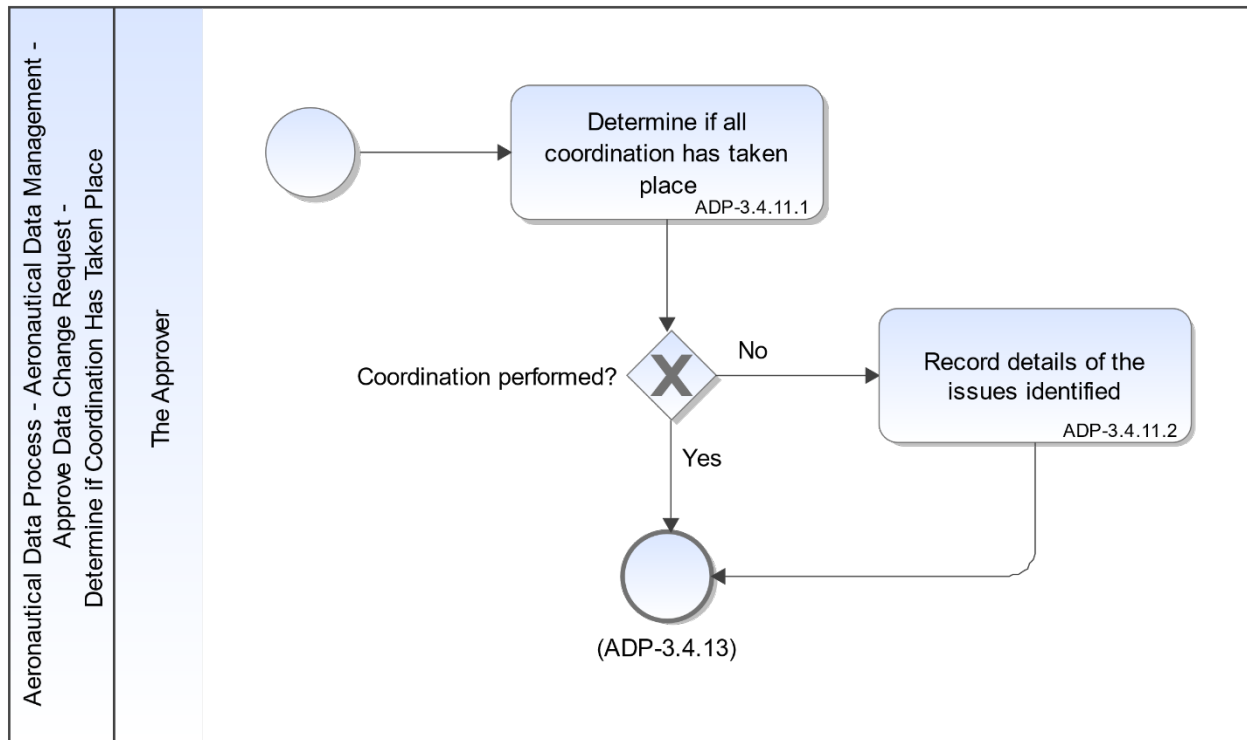
ADP-3.4.10.1 Confirm that all Required Approvals are Present

Title	ADP-3.4.10.1 Confirm that all Required Approvals are Present
Description	<ul style="list-style-type: none"> Determine if the Data Change Request indicates that all the approvals required for the data have been obtained and attached, if required.
Notes	<ul style="list-style-type: none"> Details of the approvals required should be defined in formal arrangements or the Request for Origination.
Role	The Approver
Next Step	<p>If the approvals have been obtained and, if required, attached, ADP-3.4.13 Determine if Any Issues Were Identified.</p> <p>If the approvals have not been obtained or are not attached, ADP-3.4.10.2 Record Details of the Issues Identified.</p>

ADP-3.4.10.2 Record Details of the Issues Identified

Title	ADP-3.4.10.2 Record Details of the Issues Identified
Description	<ul style="list-style-type: none"> Record details of the issues identified.
Role	The Approver
Next Step	ADP-3.4.13 Determine if Any Issues Were Identified

ADP-3.4.11 Determine if Coordination has Taken Place



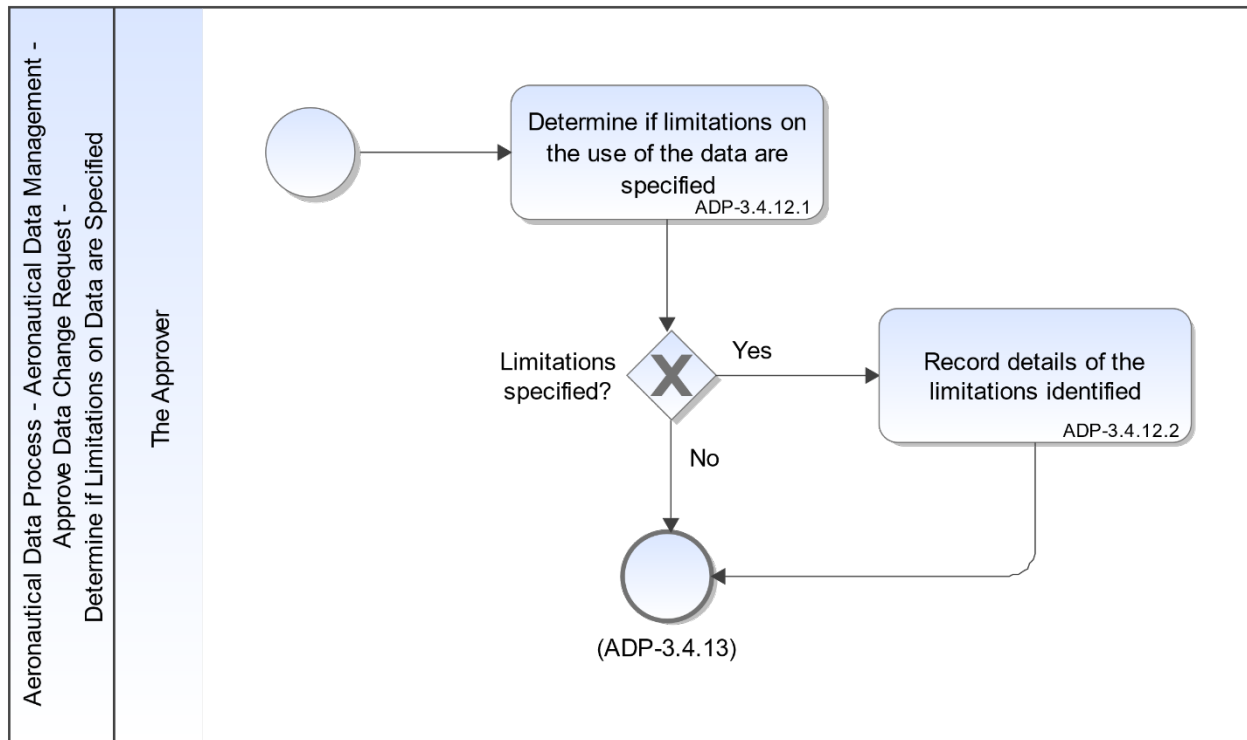
ADP-3.4.11.1 Determine if All Coordination has Taken Place

Title	ADP-3.4.11.1 Determine if All Coordination has Taken Place
Description	<ul style="list-style-type: none"> Determine if the Data Change Request has been coordinated with all other parties, where required.
Notes	<ul style="list-style-type: none"> Details of the coordination required should be defined in the formal arrangements or the Requests for Origination. Coordination may also take place in ADP-3.3 Perform Coordination Activities.
Role	The Approver
Next Step	If all coordination has taken place, ADP-3.4.13 Determine if Any Issues Were Identified . If all the required coordination has not taken place, ADP-3.4.11.2 Record Details of the Issues Identified .

ADP-3.4.11.2 Record Details of the Issues Identified

Title	ADP-3.4.11.2 Record Details of the Issues Identified
Description	<ul style="list-style-type: none"> Record details of the issues identified.
Role	The Approver
Next Step	ADP-3.4.13 Determine if Any Issues Were Identified

ADP-3.4.12 Determine if Limitations on Data are Specified



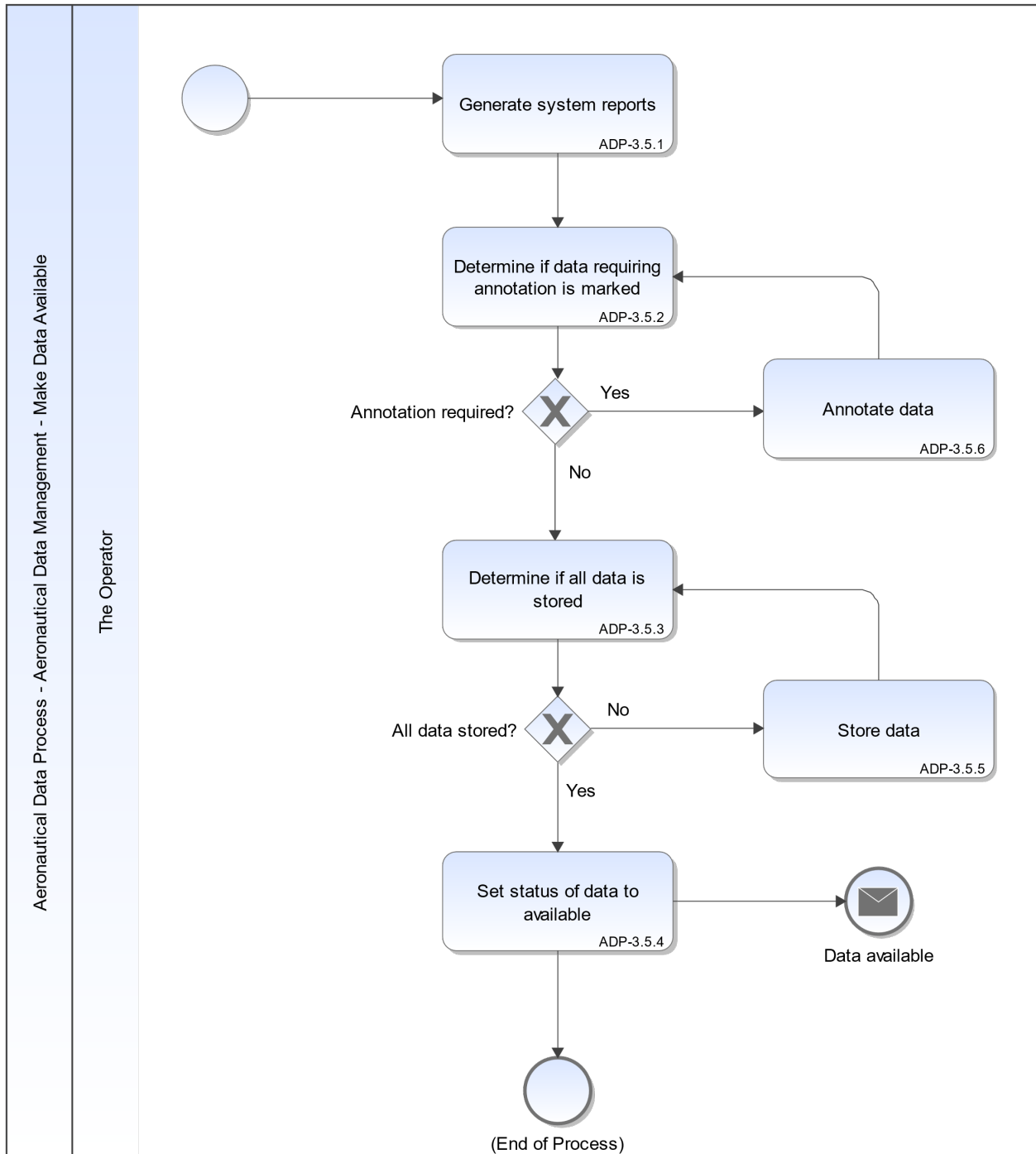
ADP-3.4.12.1 Determine if Limitations on the Use of the Data are Specified

Title	ADP-3.4.12.1 Determine if Limitations on the Use of the Data are Specified
Description	<ul style="list-style-type: none"> Determine if the Data Change Request indicates that there are limitations specified which affect how/if the data may be used.
Notes	<ul style="list-style-type: none"> Limitations may result in the data not being useable.
Role	The Approver
Next Step	<p>If there are no limitations specified on the use of the data, ADP-3.4.13 Determine if Any Issues Were Identified.</p> <p>If there are limitations specified that restrict the use of the data, ADP-3.4.12.2 Record Details of the Limitations Identified.</p>

ADP-3.4.12.2 Record Details of the Limitations Identified

Title	ADP-3.4.12.2 Record Details of the Limitations Identified
Description	<ul style="list-style-type: none"> Record details of the limitations identified.
Role	The Approver
Next Step	ADP-3.4.13 Determine if Any Issues Were Identified

ADP-3.5 Make Data Available



ADP-3.5.1 Generate System Reports

Title	ADP-3.5.1 Generate System Reports
Description	<ul style="list-style-type: none"> Generate system reports to identify any issues with the data before it is made available for inclusion in products.
Notes	<ul style="list-style-type: none"> System reports may be used to identify issues with stored data, as well as to identify that all the required data has been stored. In addition, the report may be used to ensure that only the required changes have been made to stored data. System reports should be saved.
Role	The Operator
Next Step	ADP-3.5.2 Determine if Data Requiring Annotation is Marked

ADP-3.5.2 Determine if Data Requiring Annotation is Marked

Title	ADP-3.5.2 Determine if Data Requiring Annotation is Marked
Description	<ul style="list-style-type: none"> Assess the data to determine if all data that should be annotated is marked.
Notes	<ul style="list-style-type: none"> System reports may support the assessment undertaken to ensure all data that needs annotating is marked and only that data. In exceptional circumstances, data that does not meet its data quality requirements may be annotated as such and made available. Data being made available as an Urgent NOTAM may have deficiencies. For example, if the reason for notification relates to an error in the height of an obstacle and no correct value is available, the height of the obstacle should be assigned a low confidence level. Data to be made available as an Urgent NOTAM that has not been subject to full data assurance should be annotated so the user is aware that the data may not meet its data quality requirements. Deficiencies may be identified by the Editor during the processing of the NOTAM or by the Data Provider when providing the Data Change Request.
Role	The Operator
Next Step	If all required data has not been annotated, ADP-3.5.6 Annotate Data . If all required data has been annotated, ADP-3.5.3 Determine if All Data is Stored .

ADP-3.5.3 Determine if All Data is Stored

Title	ADP-3.5.3 Determine if All Data is Stored
Description	<ul style="list-style-type: none"> Assess if all the amended/new data and associated metadata is stored in a centralised datastore.
Notes	<ul style="list-style-type: none"> System reports may support the assessment undertaken to ensure all data is stored.
Role	The Operator
Next Step	If all data is not stored, ADP-3.5.5 Store Data . If all data is stored, ADP-3.5.4 Set Status of Data to Available .

ADP-3.5.4 Set Status of Data to Available

Title	ADP-3.5.4 Set Status of Data to Available
Description	<ul style="list-style-type: none"> Set the status of all data and metadata associated with the Data Change Request to available. Notify availability of data.
Notes	<ul style="list-style-type: none"> Automatic notifications may be issued.
Role	The Operator
Next Step	End of process

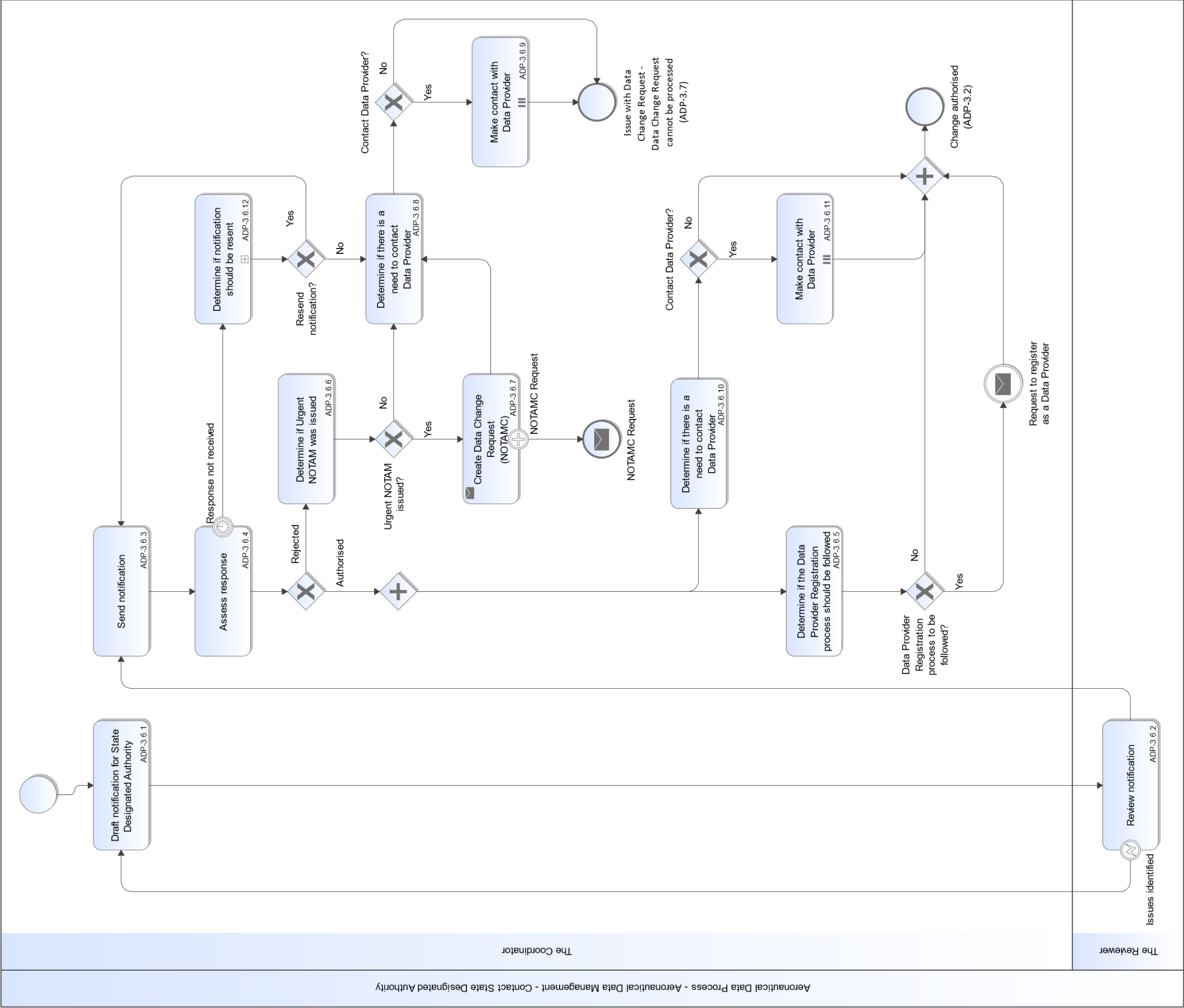
ADP-3.5.5 Store Data

Title	ADP-3.5.5 Store Data
Description	<ul style="list-style-type: none"> Store data in accordance with the supporting process ADP-7 Store Digital Data (Supporting Process).
Notes	<ul style="list-style-type: none"> In order to ensure product consistency, data should not be duplicated within the data store. Textual data may also be stored in a datastore(s). Appropriate checks commensurate with the required level of assurance should be performed to ensure the data has been successfully stored. Business rules and system reporting may support the validation of the data being stored. A notification may be sent to the Data Provider to confirm that the Data Change Request has been approved. The notification may include any applicable UUID(s).
Role	The Operator
Next Step	ADP-3.5.3 Determine if All Data is Stored

ADP-3.5.6 Annotate Data

Title	ADP-3.5.6 Annotate Data
Description	<ul style="list-style-type: none"> Mark data that requires annotation in accordance with local procedures.
Notes	<ul style="list-style-type: none"> Data to be made available as an Urgent NOTAM that has not been subject to full data assurance should be annotated so the user is aware that the data may not meet its data quality requirements.
Role	The Operator
Next Step	ADP-3.5.2 Determine if Data Requiring Annotation is Marked

ADP-3.6 Contact State Designated Authority



ADP-3.6.1 Draft Notification for State Designated Authority

Title	ADP-3.6.1 Draft Notification for State Designated Authority
Description	<ul style="list-style-type: none"> Draft a notification to the State Designated Authority detailing the issue that needs to be considered.
Notes	<ul style="list-style-type: none"> The notification should provide a date by which a response is required. The State Designated Authority may need to be contacted for a variety of reasons, such as a Data Change Request provided by a Data Provider that is not authorised or because the content of the Data Change Request requires clarification.
Role	The Coordinator
Next Step	ADP-3.6.2 Review Notification

ADP-3.6.2 Review Notification

Title	ADP-3.6.2 Review Notification
Description	<ul style="list-style-type: none"> Review the notification to ensure that it is complete and clearly reflects the issues that needs to be considered.
Notes	<ul style="list-style-type: none"> The review should be undertaken by a different person to the person that drafted the notification.
Role	The Reviewer
Next Step	If the review does not identify any issues with the notification, ADP-3.6.3 Send Notification . If the review identifies issues with the notification, ADP-3.6.1 Draft Notification for State Designated Authority .

ADP-3.6.3 Send Notification

Title	ADP-3.6.3 Send Notification
Description	<ul style="list-style-type: none"> Send the notification to the State Designated Authority.
Notes	<ul style="list-style-type: none"> Details of the notification sent, including the date / time the notification was sent and the date by which a response is required, should be recorded.
Role	The Coordinator
Next Step	ADP-3.6.4 Assess Response

ADP-3.6.4 Assess Response

Title	ADP-3.6.4 Assess Response
Description	<ul style="list-style-type: none"> Assess the response received from the State Designated Authority to determine whether the Data Change Request is authorised / issues have been clarified.
Role	The Coordinator
Next Step	If a response was not received, ADP-3.6.12 Determine if Notification Should be Resent . If a response was received and the processing of the Data Change Request may continue, ADP-3.6.5 Determine if the Data Provider Registration Process Should be Followed and, in parallel, ADP-3.6.10 Determine if There is a Need to Contact Data Provider . If a response was received and the Data Change Request should be rejected, ADP-3.6.6 Determine if Urgent NOTAM was Issued .

ADP-3.6.5 Determine if the Data Provider Registration Process Should be Followed

Title	ADP-3.6.5 Determine if the Data Provider Registration Process Should be Followed
Description	<ul style="list-style-type: none"> Determine if as a result of the response received from the State Designated Authority that the Data Provider should apply to become an authorised Data Provider.
Notes	<ul style="list-style-type: none"> If the Data Provider is not the authorised Data Provider for the items in question, it may be recommended by the State Designated Authority that the Data Provider applies to become the authorised Data Provider in accordance with the Data Provider Registration process.
Role	The Coordinator
Next Step	<p>If the Data Provider Registration process does not need to be followed, ADP-3.2 Validate Data Change Request.</p> <p>If the Data Provider Registration process should be followed, ADP-3.2 Validate Data Change Request and send notification to the Data Provider to register.</p>

ADP-3.6.6 Determine if Urgent NOTAM was Issued

Title	ADP-3.6.6 Determine if Urgent NOTAM was Issued
Description	<ul style="list-style-type: none"> Determine if an Urgent NOTAM was issued as result of the Data Change Request received that now has to be cancelled as a result of the rejection of the Data Change Request.
Role	The Coordinator
Next Step	<p>If an Urgent NOTAM was issued, ADP-3.6.7 Create Data Change Request (NOTAMC).</p> <p>If an Urgent NOTAM was not issued, ADP-3.6.8 Determine if There is a Need to Contact Data Provider.</p>

ADP-3.6.7 Create Data Change Request (NOTAMC)

Title	ADP-3.6.7 Create Data Change Request (NOTAMC)
Description	<ul style="list-style-type: none"> Create a Data Change Request for a NOTAMC to cancel the Urgent NOTAM that was issued, in accordance with EUROCONTROL-GUID-0121 (EUROCONTROL Guidelines for Operating Procedures for AIS Dynamic Data (OPADD)) [14].
Role	The Coordinator
Next Step	ADP-3.6.8 Determine if There is a Need to Contact Data Provider

ADP-3.6.8 Determine if There is a Need to Contact Data Provider

Title	ADP-3.6.8 Determine if There is a Need to Contact Data Provider
Description	<ul style="list-style-type: none"> Determine if there is a need to contact the Data Provider as a result of the issues which required the State Designated Authority to be contacted.
Notes	<ul style="list-style-type: none"> The Data Provider to be contacted may be the Data Provider that submitted the Data Change Request or the authorised Data Provider if these are not the same. If the Data Change Request has been rejected, the Data Provider should be informed. The authorised Data Provider may need to be informed that data for which it is responsible was submitted by another Data Provider. If the Data Change Request was rejected by the State Designated Authority as it was considered that the Data Provider was not in a position to provide the Data Change Request then the authorised Data Provider may be contacted to request that the data in question is reviewed and, if required, a Data Change Request submitted in accordance with the formal arrangements in place.
Role	The Coordinator
Next Step	<p>If the Data Provider should be contacted, ADP-3.6.9 Make Contact with Data Provider.</p> <p>If the Data Provider does not need to be contacted, ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed.</p>

ADP-3.6.9 Make Contact with Data Provider

Title	ADP-3.6.9 Make Contact with Data Provider
Description	<ul style="list-style-type: none"> Make Contact with Data Provider to notify them of the issues identified with the Data Change Request.
Notes	<ul style="list-style-type: none"> The Data Provider to be contacted may be the Data Provider that submitted the Data Change Request or the authorised Data Provider if these are not the same. If the Data Change Request was not submitted by the authorised Data Provider, the authorised Data Provider may be requested to review the data in question and, if required, submit a Data Change Request in accordance with the formal arrangements in place. Details of the contact made, including the date / time, should be recorded.
Role	The Coordinator
Multiplicity	Multiple
Next Step	ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed

ADP-3.6.10 Determine if There is a Need to Contact Data Provider

Title	ADP-3.6.10 Determine if There is a Need to Contact Data Provider
Description	<ul style="list-style-type: none"> Determine if there is a need to contact the Data Provider as a result of the issues which required the State Designated Authority to be contacted.
Notes	<ul style="list-style-type: none"> The Data Provider to be contacted may be the Data Provider that submitted the Data Change Request or the authorised Data Provider if these are not the same. The authorised Data Provider may need to be informed that data for which it is responsible was submitted by another Data Provider and approved for publication by the State Designated Authority. If the Data Provider is not authorised, they may need to be advised of the formal process in place within the State for the provision of the data in question.
Role	The Coordinator
Next Step	If the Data Provider should be contacted, ADP-3.6.11 Make Contact with Data Provider . If the Data Provider does not need to be contacted, ADP-3.2 Validate Data Change Request .

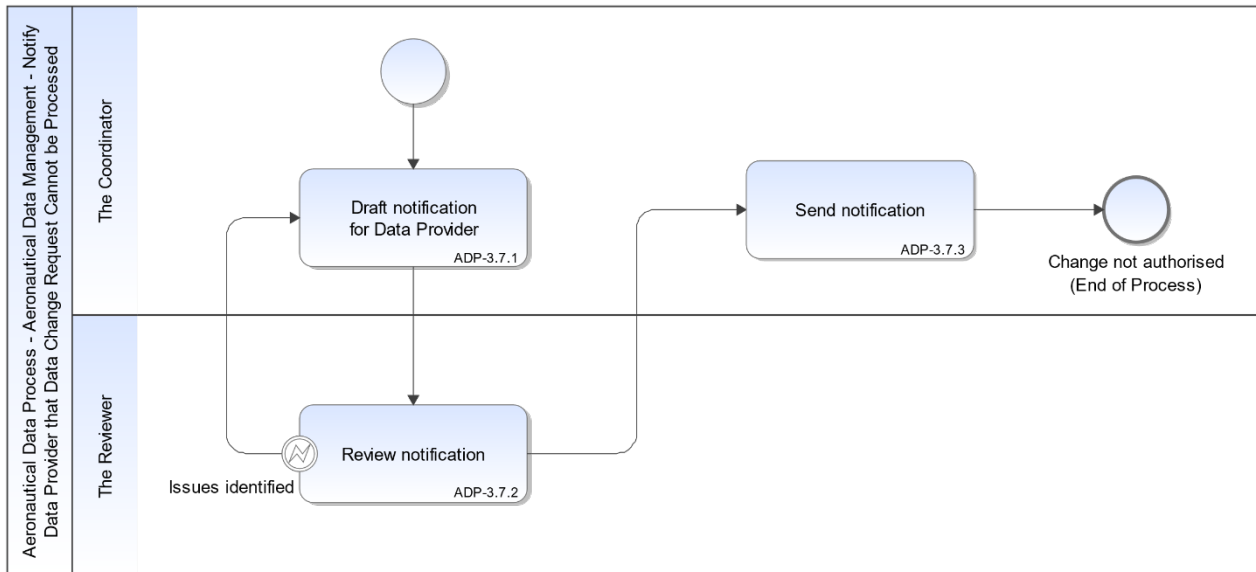
ADP-3.6.11 Make Contact with Data Provider

Title	ADP-3.6.11 Make Contact with Data Provider
Description	<ul style="list-style-type: none"> Make contact with the Data Provider to inform them of any issues raised.
Notes	<ul style="list-style-type: none"> The Data Provider to be contacted may be the Data Provider that submitted the Data Change Request or the authorised Data Provider if these are not the same. The authorised Data Provider may need to be informed that data for which it is responsible was submitted by another Data Provider and approved for publication by the State Designated Authority. Details of the contact made, including the date / time, should be recorded.
Role	The Coordinator
Multiplicity	Multiple
Next Step	ADP-3.2 Validate Data Change Request

ADP-3.6.12 Determine if Notification Should be Resent

Title	ADP-3.6.12 Determine if Notification Should be Resent
Description	<ul style="list-style-type: none"> Determine if the notification should be resent to the State Designated Authority.
Role	The Coordinator
Next Step	If the notification should be resent, ADP-3.6.3 Send Notification . If the notification should not be resent, ADP-3.6.8 Determine if There is a Need to Contact Data Provider .

ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed



ADP-3.7.1 Draft Notification for Data Provider

Title	ADP-3.7.1 Draft Notification for Data Provider
Description	<ul style="list-style-type: none"> Draft a notification to the Data Provider to notify them that the Data Change Request has been rejected, detailing the reasons for this.
Notes	<ul style="list-style-type: none"> Notifying the Data Provider of the reasons for rejection may help prevent similar errors in the future. If the Data Change Request contained data that was not of aeronautical use, inform the Data Provider that this was the case and that the AIS Provider is not able to process data of this nature.
Role	The Coordinator
Next Step	ADP-3.7.2 Review Notification

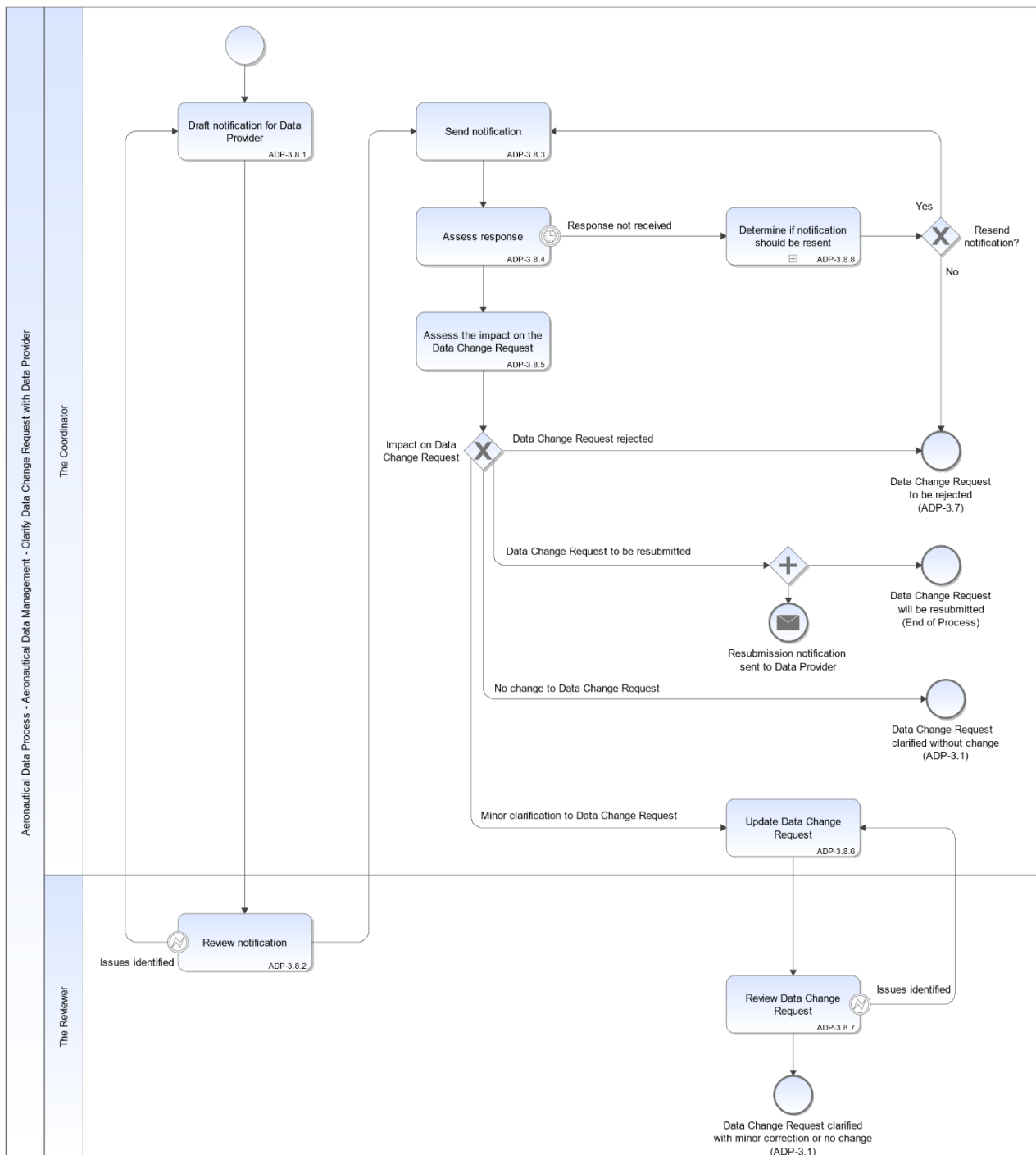
ADP-3.7.2 Review Notification

Title	ADP-3.7.2 Review Notification
Description	<ul style="list-style-type: none"> Review the notification to ensure that: <ul style="list-style-type: none"> The decision to reject the Data Change Request is correct; The notification is complete; The notification clearly reflects the decision made and the reasons for this.
Notes	<ul style="list-style-type: none"> The review should be undertaken by a different person to the person that drafted the notification.
Role	The Reviewer
Next Step	If the review does not identify any issues with the notification, ADP-3.7.3 Send Notification . If the review identifies issues with the notification, ADP-3.7.1 Draft Notification for Data Provider .

ADP-3.7.3 Send Notification

Title	ADP-3.7.3 Send Notification
Description	<ul style="list-style-type: none">• Send the notification to the Data Provider.
Notes	<ul style="list-style-type: none">• The date / time the notification was sent should be recorded.
Role	The Coordinator
Next Step	End of process

ADP-3.8 Clarify Data Change Request with Data Provider



ADP-3.8.1 Draft Notification for Data Provider

Title	ADP-3.8.1 Draft Notification for Data Provider
Description	<ul style="list-style-type: none"> Draft a notification to the Data Provider notifying them of the issues that are in need of clarification.
Notes	<ul style="list-style-type: none"> A Data Change Request whose content is not fully understood shall not proceed through the remainder of this process until its intent is resolved. The Data Change Request may have a wider impact on parties that requires further coordination, resulting in a possible need to resubmit the Data Change Request. Clarification may include notifying the Data Provider that due to resource constraints the processing of the Data Change Request will be delayed and a later effective date may need to be applied.
Role	The Coordinator
Next Step	ADP-3.8.2 Review Notification

ADP-3.8.2 Review Notification

Title	ADP-3.8.2 Review Notification
Description	<ul style="list-style-type: none"> Review the notification to ensure that it is complete and clearly reflects the clarifications required.
Notes	<ul style="list-style-type: none"> The review should be undertaken by a different person to the person that drafted the notification.
Role	The Reviewer
Next Step	If the review does not identify any issues with the notification, ADP-3.8.3 Send Notification . If the review identifies issues with the notification, ADP-3.8.1 Draft Notification for Data Provider .

ADP-3.8.3 Send Notification

Title	ADP-3.8.3 Send Notification
Description	<ul style="list-style-type: none"> Send the notification to the Data Provider.
Notes	<ul style="list-style-type: none"> Details of the notification sent, including the date / time the notification was sent and the date by which a response is required, should be recorded.
Role	The Coordinator
Next Step	ADP-3.8.4 Assess Response

ADP-3.8.4 Assess Response

Title	ADP-3.8.4 Assess Response
Description	<ul style="list-style-type: none"> Assess the response received from the Data Provider to determine whether the clarifications required have been provided.
Role	The Coordinator
Next Step	If a response was not received, ADP-3.8.8 Determine if Notification Should be Resent . If a response was received, ADP-3.8.5 Assess the Impact on the Data Change Request .

ADP-3.8.5 Assess the Impact on the Data Change Request

Title	ADP-3.8.5 Assess the Impact on the Data Change Request
Description	<ul style="list-style-type: none"> Assess the impact of the clarifications provided by the Data Provider to determine if the Data Change Request needs: <ul style="list-style-type: none"> No amendment; Minor corrections; To be resubmitted by the Data Provider; To be rejected.
Notes	<ul style="list-style-type: none"> Agree with the Data Provider that any significant change required to the Data Change Request will require the resubmission of the Data Change Request. Any change to the data itself requires the Data Change Request to be resubmitted.
Role	The Coordinator
Next Step	<p>If no change is required to the Data Change Request, ADP-3.1 Verify Data Change Request.</p> <p>If minor corrections are needed to the Data Change Request, ADP-3.8.6 Update Data Change Request.</p> <p>If the Data Change Request needs to be resubmitted, send resubmission notification to the Data Provider and end of process.</p> <p>If the Data Change Request is rejected, ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed.</p>

ADP-3.8.6 Update Data Change Request

Title	ADP-3.8.6 Update Data Change Request
Description	<ul style="list-style-type: none"> Update the Data Change Request with the minor corrections required as a result of the clarifications provided by the Data Provider.
Role	The Coordinator
Next Step	ADP-3.8.7 Review Data Change Request

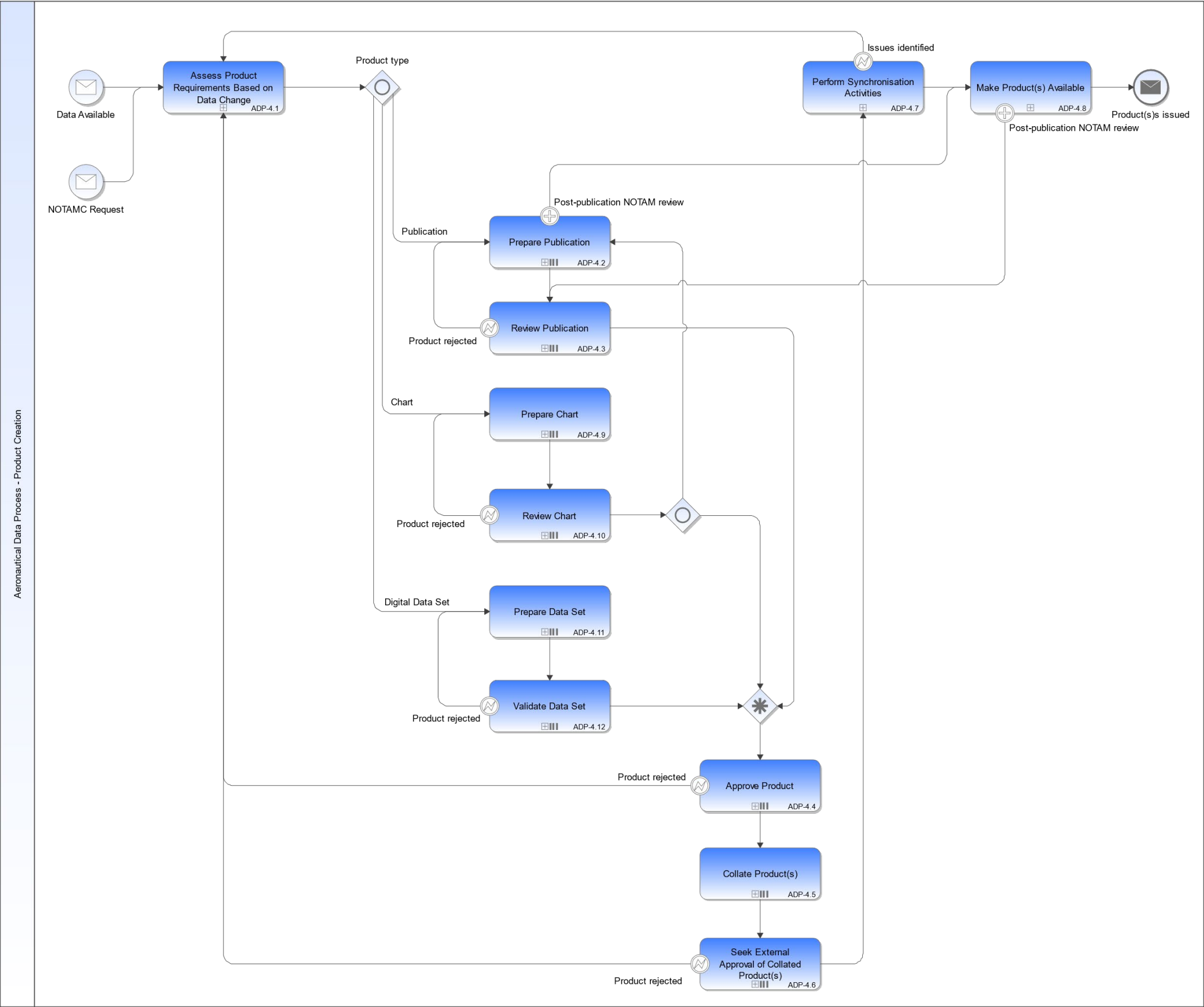
ADP-3.8.7 Review Data Change Request

Title	ADP-3.8.7 Review Data Change Request
Description	<ul style="list-style-type: none"> Review the Data Change Request to ensure that the updates to the Data Change Request fully address the clarifications provided by the Data Provider and that these are the only changes made to the Data Change Request.
Notes	<ul style="list-style-type: none"> The review should be undertaken by a different person to the person that updated the Data Change Request.
Role	The Reviewer
Next Step	<p>If the Data Change Request is correct, ADP-3.1 Verify Data Change Request.</p> <p>If the Data Change Request is not correct, ADP-3.8.6 Update Data Change Request.</p>

ADP-3.8.8 Determine if Notification Should be Resent

Title	ADP-3.8.8 Determine if Notification Should be Resent
Description	<ul style="list-style-type: none">Determine if the notification should be resent to the Data Provider.
Role	The Coordinator
Next Step	If the notification should be resent, ADP-3.8.3 Send Notification . If the notification should not be resent, ADP-3.7 Notify Data Provider that Data Change Request Cannot be Processed .

ADP-4 Product Creation



ADP-4.1 Assess Product Requirements Based on Data Change

Title	ADP-4.1 Assess Product Requirements Based on Data Change
Description	<ul style="list-style-type: none"> • Perform an assessment of the data change to determine which products are impacted. • The assessment should consider: <ul style="list-style-type: none"> ○ The timescales associated with the publication of the data, taking into account the effective date and the AIRAC cycle; ○ Whether the change is permanent or the length of validity of any temporary change; ○ The extent of the change; ○ The whole range of products that may be impacted.
Notes	<ul style="list-style-type: none"> • The trigger for this process is the availability of new or updated information for inclusion in products, the request for the withdrawal of obsolete information from products or a change in the status of published information. In addition, a product may have been rejected and require reprocessing. • A data change may not always result in a change to a product, for example, a change to the resolution of data may not necessarily instigate a change to a product, such as a change in NAVAID position by 1 metre following resurvey would not need to be updated on an en-route chart. • Apart from in the exceptional case of an Urgent NOTAM where quality assurance takes place after, or in parallel with, publication due to time/resource constraints, the data will have been validated and verified, and approved and passed through the Data Origination and Data Management processes. • The data will be stored in a centralised datastore in the majority of cases. This is important to ensure data consistency. • Other product-specific information and, in some cases, textual data may be stored outside this centralised datastore. • Products impacted by the data change may include publications, including NOTAM, charts and data sets. These include tailored products. • Liaison with other product editors may be required. • If may be necessary to contact the Data Provider to try to negotiate a revised effective date. • Tools may support the identification of impacted products and the steps in ADP-4.1 Assess Product Requirements Based on Data Change, in some cases, may be largely automated.
Next Step	<p>Multiple instances of the following activities may be initiated and performed in parallel.</p> <p>If the change requires the preparation of a chart, ADP-4.9 Prepare Chart.</p> <p>If the change requires the preparation of a data set, ADP-4.11 Prepare Data Set.</p> <p>If the change requires the preparation of any other product, ADP-4.2 Prepare Publication.</p> <p>If no product is needed, end of branch.</p>

ADP-4.2 Prepare Publication

Title	ADP-4.2 Prepare Publication
Description	<ul style="list-style-type: none"> • Determine if a NOTAM needs to be issued before the quality check takes place. This may apply to both Urgent and non-Urgent NOTAM. • Prepare NOTAM, if required. • Perform system analysis of data to ensure that all the data needed is complete and in accordance with its data quality requirements. • If necessary, coordinate with other product editors regarding timescales, collation and consistency checking. • Create publication: <ul style="list-style-type: none"> ◦ Multiple instances of this activity may be performed in parallel.
Notes	<ul style="list-style-type: none"> • Tools may be used wholly or partially to generate publications. • ICAO Annex 15 [2], ICAO Doc 8126 [3], ICAO Doc 10066 [7] and EUROCONTROL-GUID-0121 (EUROCONTROL Guidelines for Operating Procedures for AIS Dynamic Data (OPADD)) [14] contain SARPs and guidance for creating ICAO publications. • Publications include AIP Amendments, AIP Supplements, AIC, NOTAM and tailored publications. • Responsibilities for consistency checking should be agreed with other products editors. • If a NOTAM is issued without following the standard NOTAM publication process, the review of the NOTAM should take place in parallel with or as soon as possible after the issue of the NOTAM. • The creation of a publication may be contracted out.
Next Step	ADP-4.3 Review Publication and, in parallel for NOTAM requiring post-publication review only, ADP-4.8 Make Product(s) Available .

ADP-4.3 Review Publication

Title	ADP-4.3 Review Publication
Description	<ul style="list-style-type: none"> • Review the prepared publication to ensure that: <ul style="list-style-type: none"> ◦ All data changes and only the required data changes have been made to the publication; ◦ The data changes have been accurately reflected in the publication; ◦ The publication is clear and legible; ◦ The publication complies with applicable standards. • Arrange for the Data Provider to review the publication, if required.
Notes	<ul style="list-style-type: none"> • The review should be performed by a different person to the person that performed ADP-4.2 Prepare Publication. • Complete or part-publications may be provided for review. • System reports may support the review activity. • In the case of a NOTAM, this review may take place after the issue of the NOTAM. • The notification to the Data Provider requesting the review may include details of the action that may be taken if no response is received, including any liabilities for the data. • The notification may include reference to any formal arrangements in place.
Next Step	<p>If the publication passes the review, ADP-4.4 Approve Product.</p> <p>If the publication is rejected, ADP-4.2 Prepare Publication.</p>

ADP-4.4 Approve Product

Title	ADP-4.4 Approve Product
Description	<ul style="list-style-type: none"> Review the prepared product to ensure that: <ul style="list-style-type: none"> All data changes and only the required data changes have been made within the product; The data changes have been accurately reflected in the product; The product is clear and legible; The product complies with applicable standards.
Notes	<ul style="list-style-type: none"> Complete or part-products may be provided for approval. System reports may support the approval activity.
Next Step	<p>If the product is approved, ADP-4.5 Collate Product(s).</p> <p>If the product is rejected, ADP-4.1 Assess Product Requirements Based on Data Change.</p>

ADP-4.5 Collate Product(s)

Title	ADP-4.5 Collate Product(s)
Description	<ul style="list-style-type: none"> Gather and collate products ensuring that the correct products and all applicable products are collated.
Notes	<ul style="list-style-type: none"> Collation may be carried out at two levels: <ul style="list-style-type: none"> Parts which are combined to form a product, for example, pages of AIP Amendment, and; Products that are combined for a single delivery, for example, charts and an AIP Amendment. System reports may be used to support the collation activity.
Next Step	ADP-4.6 Seek External Approval of Collated Product(s)

ADP-4.6 Seek External Approval of Collated Product(s)

Title	ADP-4.6 Seek External Approval of Collated Product(s)
Description	<ul style="list-style-type: none"> If required, contact external parties for approval of the product.
Notes	<ul style="list-style-type: none"> Other parties may include the Data Provider and/or a State Designated Authority. Notification sent to external parties may include details of the action that may be taken if no response is received, including any liabilities for the data. The notification may include reference to any formal arrangements in place.
Next Step	<p>If the product is approved, ADP-4.7 Perform Synchronisation Activities.</p> <p>If the product is rejected, ADP-4.1 Assess Product Requirements Based on Data Change.</p>

ADP-4.7 Perform Synchronisation Activities

Title	ADP-4.7 Perform Synchronisation Activities
Description	<ul style="list-style-type: none"> • Check that the data change is accurately and consistently reflected in all products, including cross-references to other products. • Coordinate the data change with other parties, if applicable. • Identify products to be withdrawn or replaced.
Notes	<ul style="list-style-type: none"> • System reports and tools may be used to support consistency checking. • Consistency checking may include checking the consistency of the products produced by other States. • Tools are recommended for the consistency checking of data sets. • A list of data items that need to be coordinated with other parties may support this activity. • The coordination with other parties may include technical coordination.
Next Step	<p>If the data change is consistently reflected, ADP-4.8 Make Product(s) Available.</p> <p>If the data is inconsistently reflected, ADP-4.1 Assess Product Requirements Based on Data Change.</p>

ADP-4.8 Make Product(s) Available

Title	ADP-4.8 Make Product(s) Available
Description	<ul style="list-style-type: none"> • Make the updated/new products available by physical or electronic distribution or update. • Archive the products made available.
Notes	<ul style="list-style-type: none"> • This activity may include the replacement or withdrawal of a product. • The means used to make the product(s) available may include: <ul style="list-style-type: none"> ○ Website; ○ User services, including user-defined query services; ○ Regional databases, such as the EAD; ○ Physical distribution means; ○ Electronic distribution means: push and/or pull. • In some cases, if a product has already been issued and has since undergone a post-publication quality check during which no issues were identified, there will be no need to make the product available again. • A NOTAM requiring a post-publication quality check may be urgent or non-urgent. • Products should be subject to configuration control in accordance with the Quality Management System.
Next Step	<p>If post-publication NOTAM quality check is not required, end of process.</p> <p>If post-publication NOTAM quality check is required, ADP-4.3 Review Publication.</p>

ADP-4.9 Prepare Chart

Title	ADP-4.9 Prepare Chart
Description	<ul style="list-style-type: none">• Perform system analysis to ensure that all the data needed is complete and in accordance with its data quality requirements.• If necessary, coordinate with other product editors regarding timescales, collation and consistency checking.• Create chart:<ul style="list-style-type: none">○ Multiple instances of this activity may be performed in parallel.
Notes	<ul style="list-style-type: none">• Coordination may involve agreeing timescales and how the products will be collated.• System reports may support product editors in identifying the affected products.• All products should be prepared using data from a centralised datastore to ensure consistency.• Tools may be used to support the generation of the chart.• ICAO Annex 4 [1] and ICAO Doc 8697 [4] contain SARPs and guidance for creating ICAO charts.• Tailored charts should have a product specification which should be met when creating / amending the chart.• Reference should be made to the manuals for the tools used to create the chart.• The creation of a chart may be contracted out.
Next Step	ADP-4.10 Review Chart

ADP-4.10 Review Chart

Title	ADP-4.10 Review Chart
Description	<ul style="list-style-type: none"> Review the prepared chart to ensure that: <ul style="list-style-type: none"> All data changes and only the required data changes have been made to the chart; The data changes have been accurately reflected on the chart; The data changes are clear and legible; The data changes comply with applicable standards. Arrange for the Data Provider to review the chart, if required. Determine if the chart will be reviewed as part of a publication. Determine if the chart will be included in a publication.
Notes	<ul style="list-style-type: none"> The review should be performed by a different person to the person that performed ADP-4.9 Prepare Chart. System reports may support the review activity. Data Provider review may take place now, as part of the review of a publication in ADP-4.2 Prepare Publication or may be undertaken in ADP-4.6 Seek External Approval of Collated Product(s) when a collated product is available. The notification may include details of the action that may be taken if no response is received, including any liabilities for the data. The notification may include reference to any formal arrangements in place.
Next Step	<p>If the chart is rejected, ADP-4.9 Prepare Chart.</p> <p>If the chart is a standalone product only, ADP-4.4 Approve Product.</p> <p>If the chart is to be included in a publication only, ADP-4.2 Prepare Publication.</p> <p>If the chart will be provided as part of a publication and as a standalone product then, ADP-4.4 Approve Product and ADP-4.2 Prepare Publication.</p>

ADP-4.11 Prepare Data Set

Title	ADP-4.11 Prepare Data Set
Description	<ul style="list-style-type: none"> Perform system analysis of the data to ensure that all the data needed is complete and in accordance with its data quality requirements. If necessary, coordinate with other product editors regarding timescales, collation and consistency checking. Define a Data Product Specification in accordance with ISO 19131 [9]: <ul style="list-style-type: none"> Multiple instances of this activity may be performed in parallel. Create data set in accordance with the Data Product Specification (Multiple instances of this activity may be performed in parallel): <ul style="list-style-type: none"> Configure the data to be extracted and extracting the data from the datastore; Create Data Product Specification to be issued with the data set; Verify the data set.
Notes	<ul style="list-style-type: none"> Coordination may involve agreeing timescales and how the products will be collated. System reports may support product editors in identifying the affected products. All products should be prepared using data from a centralised datastore to ensure consistency. All data sets, including tailored data sets, should have a Data Product Specification which should be met when creating / amending the data set. A collection of data sets or data set series may share the same Data Product Specification. Tools may be used to support the generation of a Data Product Specification. Tools will be used to support the generation of the data set. Data sets should be compliant with ISO 19101 [8]. ICAO Annex 15 [2], ICAO Doc 10066 [7] and ICAO Doc 8126 Volume IV [3] contain SARPs and guidance for creating ICAO data sets. Updates to data sets should be reflected in an amended Data Product Specification and are managed through updates to extraction configurations. Business rules applied by qualified tools may support the verification activity.
Next Step	ADP-4.12 Review Data Set

ADP-4.12 Review Data Set

Title	ADP-4.12 Review Data Set
Description	<ul style="list-style-type: none"> Assess the data set and the Data Product Specification to be issued with it to ensure that it meets the requirements defined in the Data Product Specification used as the basis for the creation of the data set. Check the data set filename and size.
Notes	<ul style="list-style-type: none"> For any human validation, this should be performed by a different person to the person that performed ADP-4.11 Prepare Data Set. System reports may support the review process.
Next Step	<p>If data set and Data Product Specification are correct, ADP-4.4 Approve Product.</p> <p>If data set and Data Product Specification are rejected, ADP-4.11 Prepare Data Set.</p>



ADP-4.1.1 Assess Timeliness

Title	ADP-4.1.1 Assess Timeliness
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the content requires the issue of an Urgent NOTAM.
Notes	<ul style="list-style-type: none"> The trigger for this process is the availability of new or updated information for inclusion in products, the request for the withdrawal of obsolete information from products or a change in the status of published information. In addition, a product may have been rejected and require reprocessing. A data change may not always result in a change to a product, for example, a change to the resolution of data may not necessarily instigate a change to a product, such as a change in NAVAID position by 1 metre following resurvey would not need to be updated on an en-route chart. Apart from in the exceptional case of Urgent NOTAM where quality assurance takes place after, or in parallel with, publication due to time/resource constraints, the data will have been validated and verified, and approved and passed through the Data Origination and Data Management processes. The data will be stored in a centralised datastore in the majority of cases. This is important to ensure data consistency. Other product-specific information and, in some cases, textual data may be stored outside this centralised datastore. Tools may support the identification of impacted products and the steps in ADP-4.1 Assess Product Requirements Based on Data Change, in some cases, may be largely automated.
Role	The Coordinator
Next Step	<p>If an Urgent NOTAM is required, ADP-4.2 Prepare Publication(NOTAM) and, in parallel, ADP-4.1.2 Determine if the Information Qualifies for the AIP.</p> <p>If an Urgent NOTAM is not required, ADP-4.1.2 Determine if the Information Qualifies for the AIP.</p>

ADP-4.1.2 Determine if the Information Qualifies for the AIP

Title	ADP-4.1.2 Determine if the Information Qualifies for the AIP
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the information is suitable for inclusion in the AIP.
Notes	<ul style="list-style-type: none"> Reference should be made to ICAO Doc 10066 Chapter 5 and Appendix 2 [7].
Role	The Coordinator
Next Step	<p>If the information is suitable for inclusion in the AIP, ADP-4.1.3 Determine if Aeronautical Charts are Needed to Support AIP Change and, in parallel, ADP-4.1.15 Determine if Other Aeronautical Charts are Needed.</p> <p>If the information is not suitable for inclusion in the AIP, ADP-4.1.15 Determine if Other Aeronautical Charts are Needed.</p>

ADP-4.1.3 Determine if Aeronautical Charts are Needed to Support AIP Change

Title	ADP-4.1.3 Determine if Aeronautical Charts are Needed to Support AIP Change
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the changes to the AIP impact charts that are part of the AIP.
Notes	<ul style="list-style-type: none"> Tools and system reports to support the identification of impacted charts are recommended. It is possible that this assessment may determine that multiple charts are required to fully publish the required information. Reference should be made to ICAO Annex 15 [2], ICAO Doc 10066 [7], ICAO Doc 8126 [3] and ICAO Annex 4 [1].
Role	The Coordinator
Next Step	<p>If charts that are part of the AIP need to be updated, ADP-4.9 Prepare Chart and, in parallel, ADP-4.1.4 Determine if Permanent Change Required to the AIP.</p> <p>If charts that are part of the AIP do not need to be updated, ADP-4.1.4 Determine if Permanent Change Required to the AIP.</p>

ADP-4.1.4 Determine if Permanent Change Required to the AIP

Title	ADP-4.1.4 Determine if Permanent Change Required to the AIP
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the changes to the AIP are permanent.
Role	The Coordinator
Next Step	<p>If the changes require a permanent change to the AIP, ADP-4.1.5 Determine if Information Should be Notified Using AIRAC.</p> <p>If the changes do not require a permanent change to the AIP, ADP-4.1.9 Determine Validity Period.</p>

ADP-4.1.5 Determine if Information Should be Notified Using AIRAC

Title	ADP-4.1.5 Determine if Information Should be Notified Using AIRAC
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the changes to the AIP are suitable for notification by AIRAC.
Notes	<ul style="list-style-type: none"> Reference shall be made to ICAO Annex 15 Chapter 6 [2] and any applicable State regulation.
Role	The Coordinator
Next Step	<p>If the changes to the AIP should be notified by AIRAC, ADP-4.1.6 Determine if Information Can be Notified in Time Using AIRAC.</p> <p>If the changes to the AIP do not need to be notified by AIRAC, ADP-4.1.8 Determine if a NOTAM Needs to be Issued Prior to an AIP Amendment.</p>

ADP-4.1.6 Determine if Information Can be Notified in Time Using AIRAC

Title	ADP-4.1.6 Determine if Information Can be Notified in Time Using AIRAC
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine the date by which the products must be distributed in accordance with the AIRAC cycle, if physical means of distribution are to be used. Assess the Data Change Request to determine the date by which the products must be made available. Determine if there are sufficient time and resources available to achieve the distribution date.
Role	The Coordinator
Next Step	<p>If there is insufficient time to achieve the distribution date, ADP-4.1.7 Determine if Effective Date Can be Renegotiated.</p> <p>If there is sufficient time to achieve the distribution date, ADP-4.2 Prepare Publication (AIRAC AIP Amendment).</p>

ADP-4.1.7 Determine if Effective Date can be Renegotiated

Title	ADP-4.1.7 Determine if Effective Date Can be Renegotiated
Description	<ul style="list-style-type: none"> In liaison with the Data Provider, determine if a revised effective date, in accordance with AIRAC, can be agreed.
Role	The Coordinator
Next Step	<p>If a revised effective date is agreed, ADP-4.2 Prepare Publication (AIRAC AIP Amendment).</p> <p>If a revised effective date cannot be agreed, ADP-4.1.8 Determine if a NOTAM Needs to be Issued Prior to an AIP Amendment.</p>

ADP-4.1.8 Determine if a NOTAM Needs to be Issued Prior to the AIP Amendment

Title	ADP-4.1.8 Determine if a NOTAM Needs to be Issued Prior to an AIP Amendment
Description	<ul style="list-style-type: none"> Determine if the nature of the information requires a NOTAM to be issued prior to the AIP Amendment.
Notes	<ul style="list-style-type: none"> It is possible that this assessment may determine that multiple NOTAM are required to fully publish the required information.
Role	The Coordinator
Next Step	<p>If a NOTAM is required, ADP-4.2 Prepare Publication (NOTAM) and, in parallel, ADP-4.2 Prepare Publication (AIP Amendment).</p> <p>If a NOTAM is not required, ADP-4.2 Prepare Publication (AIP Amendment).</p>

ADP-4.1.9 Determine Validity Period

Title	ADP-4.1.9 Determine Validity Period
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the validity period of the information provided is greater than 3 months.
Role	The Coordinator
Next Step	<p>If the validity period is greater than 3 months, ADP-4.1.10 Determine if Information Should be Notified Using AIRAC.</p> <p>If the validity period is less than 3 months, ADP-4.1.13 Determine if Extensive Graphics or Text To be Provided.</p>

ADP-4.1.10 Determine if Information Should be Notified Using AIRAC

Title	ADP-4.1.10 Determine if Information Should be Notified Using AIRAC
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the changes to the AIP are suitable for notification by AIRAC.
Notes	<ul style="list-style-type: none"> Reference shall be made to ICAO Annex 15 Chapter 6 [2] and any applicable State regulation.
Role	The Coordinator
Next Step	<p>If the changes to the AIP should be notified by AIRAC, ADP-4.1.11 Determine if Information Can be Notified in Time Using AIRAC.</p> <p>If the changes to the AIP do not need to be notified by AIRAC, ADP-4.1.14 Determine if a NOTAM Needs to be Issued Prior to an AIP Supplement.</p>

ADP-4.1.11 Determine if Information Can be Notified in Time Using AIRAC

Title	ADP-4.1.11 Determine if Information Can be Notified in Time Using AIRAC
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine the date by which the information should be distributed. Assess the Data Change Request to determine the date by which the products must be made available. Determine if there are sufficient time and resources available to achieve the distribution date.
Role	The Coordinator
Next Step	<p>If there is insufficient time to achieve the distribution date, ADP-4.1.12 Determine if Effective Date Can be Renegotiated.</p> <p>If there is sufficient time to achieve the distribution date, ADP-4.2 Prepare Publication (AIRAC AIP Supplement).</p>

ADP-4.1.12 Determine if Effective Date can be Renegotiated

Title	ADP-4.1.12 Determine if Effective Date Can be Renegotiated
Description	<ul style="list-style-type: none"> In liaison with the Data Provider, determine if a revised effective date, in accordance with AIRAC, can be agreed.
Role	The Coordinator
Next Step	<p>If a revised effective date is agreed, ADP-4.2 Prepare Publication (AIRAC AIP Supplement).</p> <p>If a revised effective date cannot be agreed, ADP-4.1.14 Determine if a NOTAM Needs to be Issued Prior to an AIP Supplement.</p>

ADP-4.1.13 Determine if Extensive Graphics or Text To be Provided

Title	ADP-4.1.13 Determine if Extensive Graphics or Text To be Provided
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if there are extensive graphics or text that need to be made available.
Role	The Coordinator
Next Step	<p>If extensive graphics or text are included, ADP-4.1.10 Determine if Information Should be Notified Using AIRAC.</p> <p>If extensive graphics or text are not included, ADP-4.2 Prepare Publication (NOTAM).</p>

ADP-4.1.14 Determine if a NOTAM Needs to be Issued Prior to the AIP Supplement

Title	ADP-4.1.14 Determine if a NOTAM Needs to be Issued Prior to an AIP Supplement
Description	<ul style="list-style-type: none"> Determine if the nature of the information requires a NOTAM to be issued prior to the AIP Supplement.
Notes	<ul style="list-style-type: none"> It is possible that this assessment may determine that multiple NOTAM are required to fully publish the required information.
Role	The Coordinator
Next Step	<p>If a NOTAM is required, ADP-4.2 Prepare Publication (NOTAM) and, in parallel, ADP-4.2 Prepare Publication (AIP Supplement).</p> <p>If a NOTAM is not required, ADP-4.2 Prepare Publication (AIP Supplement).</p>

ADP-4.1.15 Determine if Other Aeronautical Charts are Needed

Title	ADP-4.1.15 Determine if Other Aeronautical Charts are Needed
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if aeronautical charts not included in the AIP are impacted by the Data Change Request and need to be updated.
Notes	<ul style="list-style-type: none"> Tools and system reports to support the identification of impacted charts are recommended. It is possible that this assessment may determine that multiple charts are required to fully publish the required information.
Role	The Coordinator
Next Step	<p>If aeronautical charts not included in the AIP need to be updated, ADP-4.9 Prepare Chart and, in parallel, ADP-4.1.16 Determine if Data Set(s) are Needed.</p> <p>If no further aeronautical chart updates are required, ADP-4.1.16 Determine if Data Set(s) are Needed.</p>

ADP-4.1.16 Determine if Data Set(s) are Needed

Title	ADP-4.1.16 Determine if Data Set(s) are Needed
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if data set(s) are impacted by the Data Change Request and needed to be prepared.
Notes	<ul style="list-style-type: none"> Tools and system reports to support the identification of impacted data set(s) are recommended. Reference should be made to ICAO Annex 15 [2], ICAO Doc 10066 [7], ICAO Doc 8126 [3] and ICAO Doc 10039 [6]. It is possible that this assessment may determine that multiple data sets are required to fully publish the information.
Role	The Coordinator
Next Step	<p>If data set(s) need to be prepared, ADP-4.11 Prepare Data Set and, in parallel, ADP-4.1.17 Determine if AIC(s) are Needed.</p> <p>If data set(s) do not need to be prepared, ADP-4.1.17 Determine if AIC(s) are Needed.</p>

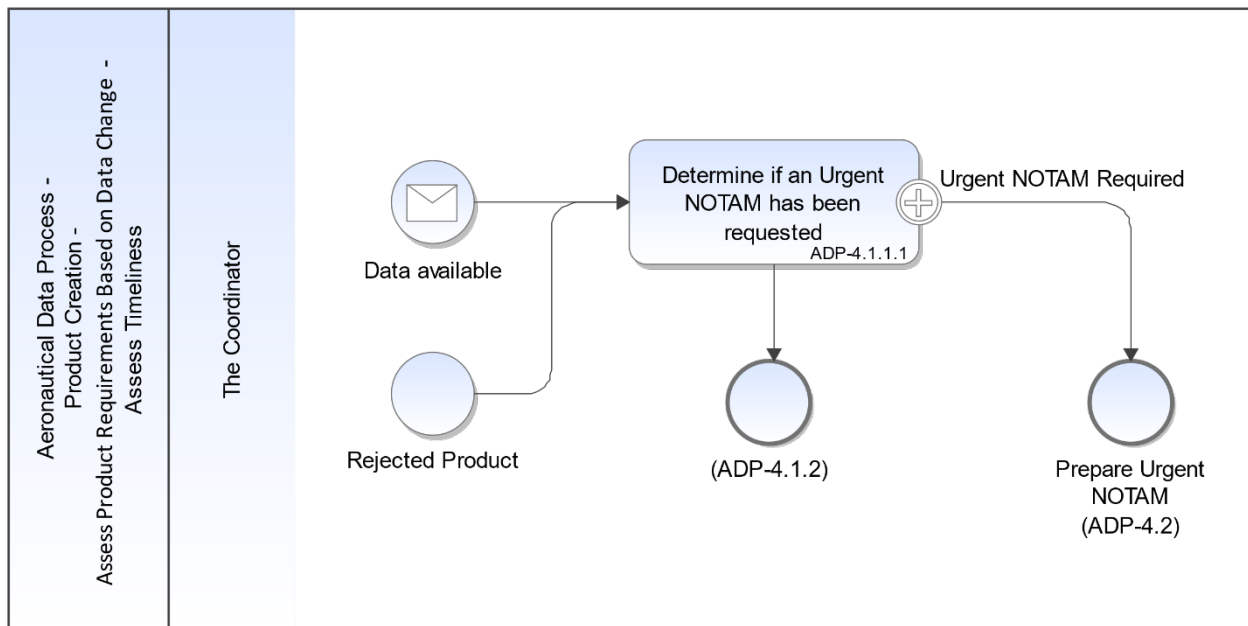
ADP-4.1.17 Determine if AIC(s) are Needed

Title	ADP-4.1.17 Determine if AIC(s) are Needed
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if the subjects included require the publication of an AIC.
Notes	<ul style="list-style-type: none"> Reference should be made to ICAO Doc 10066 Chapter 5 [7].
Role	The Coordinator
Next Step	<p>If an AIC(s) is required, ADP-4.2 Prepare Publication (AIC) and, in parallel, ADP-4.1.18 Determine if Tailored Product(s) are Needed.</p> <p>If an AIC is not required, ADP-4.1.18 Determine if Tailored Product(s) are Needed.</p>

ADP-4.1.18 Determine if Tailored Product(s) are Needed

Title	ADP-4.1.18 Determine if Tailored Product(s) are Needed
Description	<ul style="list-style-type: none"> Assess the Data Change Request to determine if tailored product(s) are required. If tailored product(s) are required, determine the type of product(s).
Notes	<ul style="list-style-type: none"> Reference should be made to any applicable Data Product Specifications. Tools and system reports to support the identification of impacted products are recommended.
Role	The Coordinator
Next Step	<p>If a tailored product(s) is required, depending on product type:</p> <ul style="list-style-type: none"> ADP-4.2 Prepare Publication (Tailored Publication); ADP-4.9 Prepare Chart (Tailored Chart); ADP-4.11 Prepare Data Set (Tailored Data Set(s)). <p>If a tailored product(s) is not required, end of branch.</p>

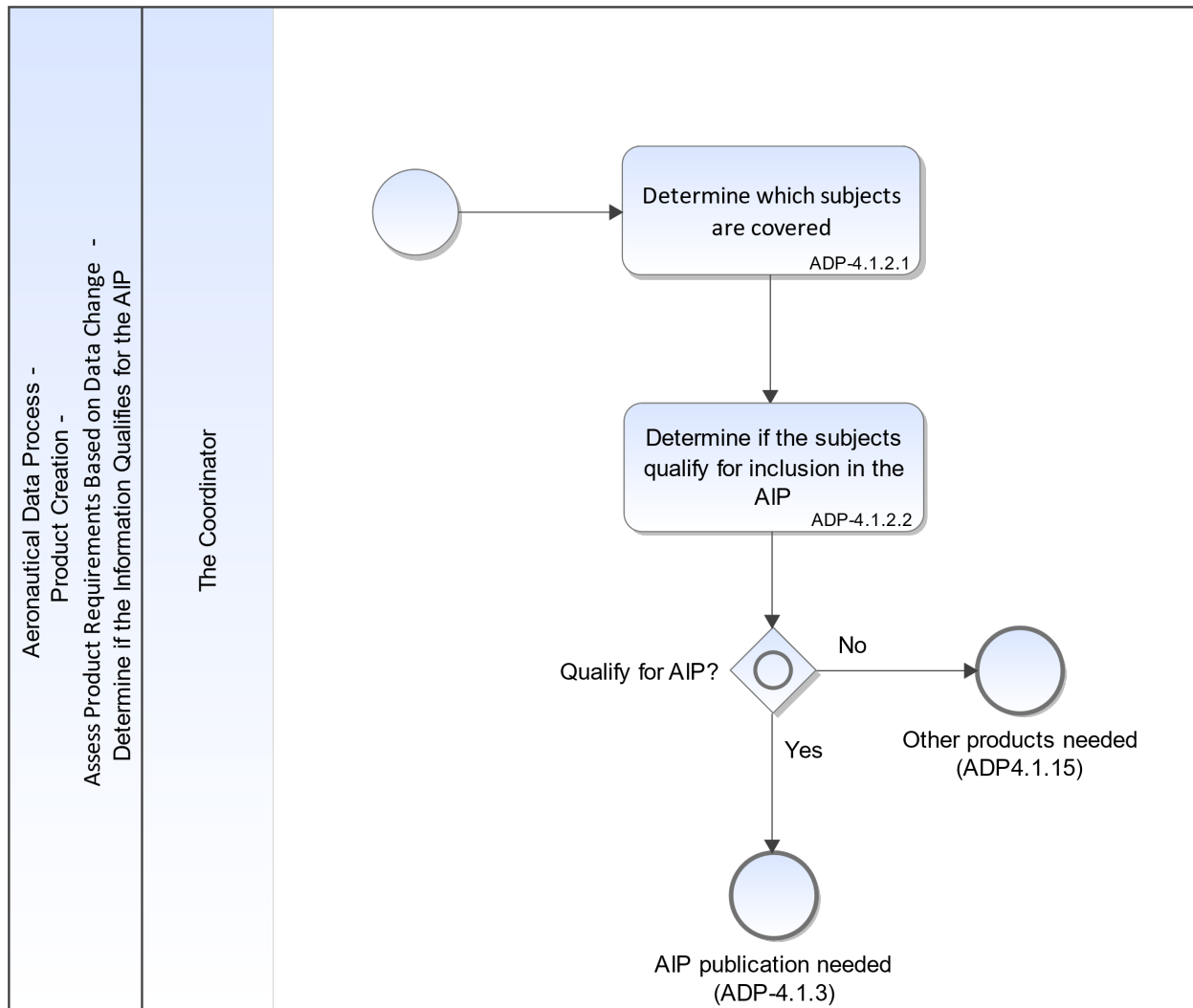
ADP-4.1.1 Assess Timeliness



ADP-4.1.1.1 Determine if an Urgent NOTAM has been Requested

Title	ADP-4.1.1.1 Determine if an Urgent NOTAM has been Requested
Description	<ul style="list-style-type: none"> Make an assessment of the timeliness requirements of the Data Change Request to determine if the information provided has a potential operational impact and needs to be notified to the aviation community by Urgent NOTAM.
Notes	<ul style="list-style-type: none"> The trigger for this process is the availability of new or updated information for inclusion in products or the request for the withdrawal of obsolete information from products. In addition, a product may have been rejected and require reprocessing. Apart from in the exceptional case of Urgent NOTAM where quality assurance takes place after, or in parallel with, publication due to time/resource constraints, the data will have been validated and verified, and approved and passed through the Data Origination and Data Management processes. The data will be stored in a centralised datastore in the majority of cases. This is important to ensure data consistency. Other product-specific information and, in some cases, textual data may be stored outside this central datastore.
Role	The Coordinator
Next Step	<p>If an Urgent NOTAM is required, ADP-4.2 Prepare Publication (NOTAM) and, in parallel, ADP-4.1.2 Determine if the Information Qualifies for the AIP.</p> <p>If an Urgent NOTAM is not required, ADP-4.1.2 Determine if the Information Qualifies for the AIP.</p>

ADP-4.1.2 Determine if the Information Qualifies for the AIP



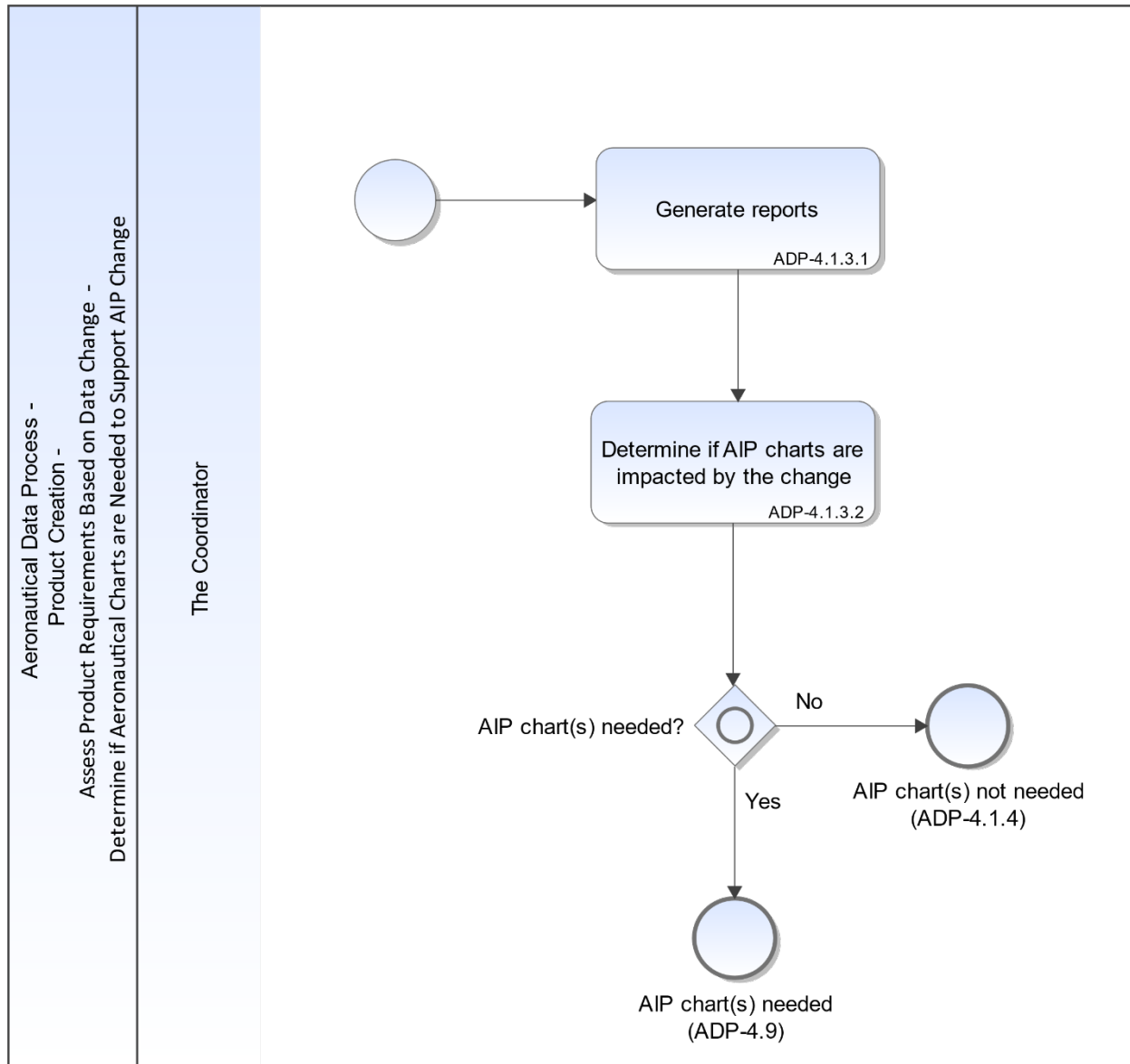
ADP-4.1.2.1 Determine Which Subjects are Covered

Title	ADP-4.1.2.1 Determine Which Subjects are Covered
Description	<ul style="list-style-type: none"> Assess the Data Change Request or the data that has been made available to identify the subjects involved.
Role	The Coordinator
Next Step	ADP-4.1.2.2 Determine if the Subjects Qualify for Inclusion in the AIP

ADP-4.1.2.2 Determine if the Subjects Qualify for Inclusion in the AIP

Title	ADP-4.1.2.2 Determine if the Subjects Qualify for Inclusion in the AIP
Description	<ul style="list-style-type: none"> Determine if the subjects involved require the information to be made available through the AIP.
Notes	<ul style="list-style-type: none"> Reference should be made to ICAO Doc 10066 Chapter 5 and Appendix 2 [7].
Role	The Coordinator
Next Step	<p>If the information is to be made available through the AIP, ADP-4.1.3 Determine if Aeronautical Charts are Needed to Support AIP Change and, in parallel, ADP-4.1.15 Determine if Other Aeronautical Charts are Needed.</p> <p><u>Note:</u> If the information qualifies for the AIP, both branches need to be taken to ensure that all products impacted are addressed.</p> <p>If the information does not qualify for the AIP, ADP-4.1.15 Determine if Other Aeronautical Charts are Needed.</p>

ADP-4.1.3 Determine if Aeronautical Charts are Needed to Support AIP Change



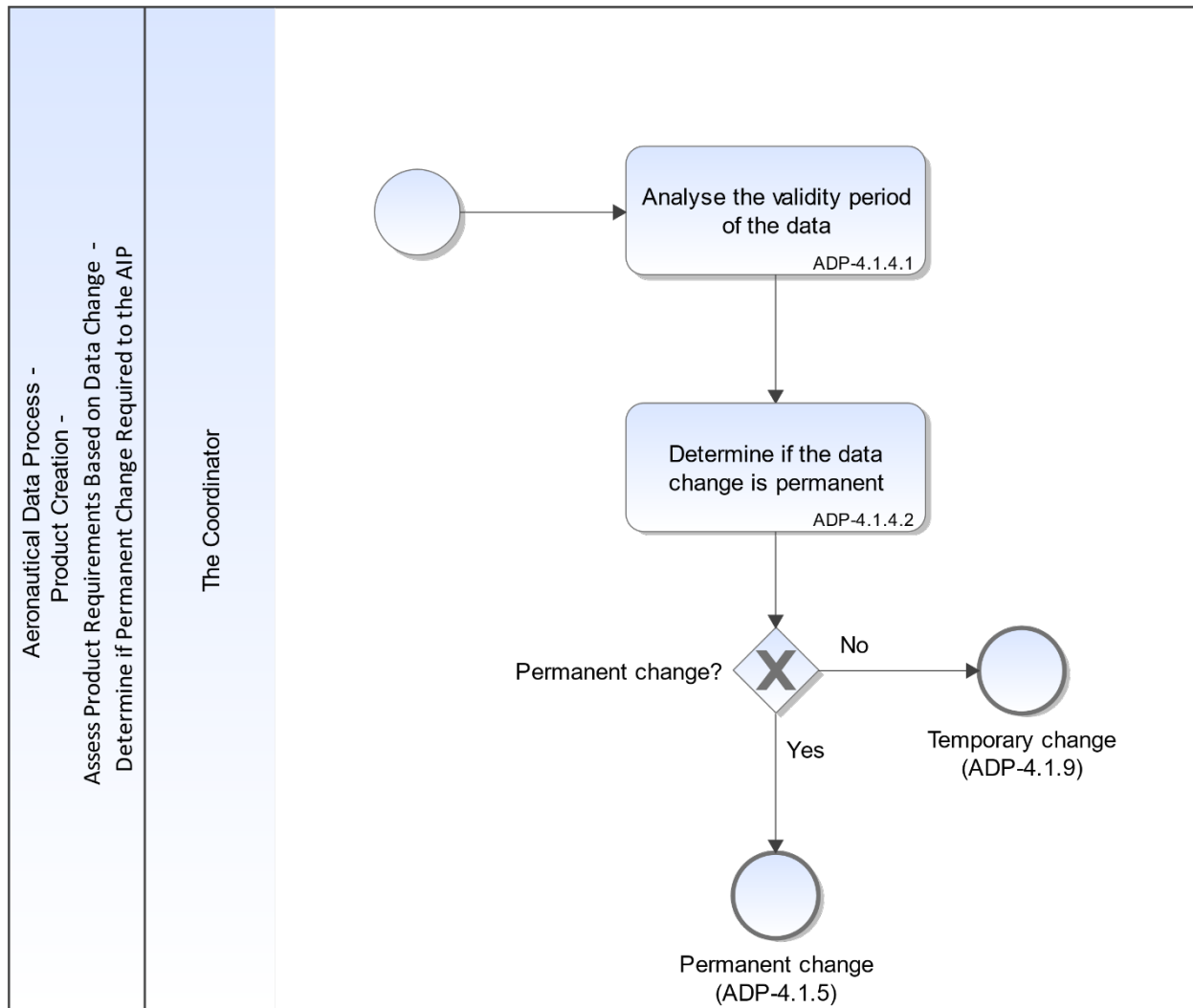
ADP-4.1.3.1 Generate Reports

Title	ADP-4.1.3.1 Generate Reports
Description	<ul style="list-style-type: none"> Generate system reports to support the identification of AIP charts impacted by the data change.
Role	The Coordinator
Next Step	ADP-4.1.3.2 Determine if AIP Charts are Impacted by the Change

ADP-4.1.3.2 Determine if AIP Charts are Impacted by the Change

Title	ADP-4.1.3.2 Determine if AIP Charts are Impacted by the Change
Description	<ul style="list-style-type: none"> Assess the Data Change Request or the data that has been made available to identify if the charts included in the AIP are affected.
Notes	<ul style="list-style-type: none"> Tools and system reports to support the identification of impacted charts are recommended. It is possible that this assessment may determine that multiple charts are required to fully publish the required information. Reference should be made to ICAO Annex 15 [2], ICAO Doc 10066 [7], ICAO Doc 8126 [3] and ICAO Annex 4 [1].
Role	The Coordinator
Next Step	<p>If AIP charts are affected, ADP-4.9 Prepare Chart and, in parallel, ADP-4.1.4 Determine if Permanent Change Required to the AIP.</p> <p><u>Note:</u> When charts are required to support the AIP, both branches need to be taken to ensure that all products impacted are addressed.</p> <p>If AIP charts are not affected, ADP-4.1.4 Determine if Permanent Change Required to the AIP.</p>

ADP-4.1.4 Determine if Permanent Change Required to the AIP



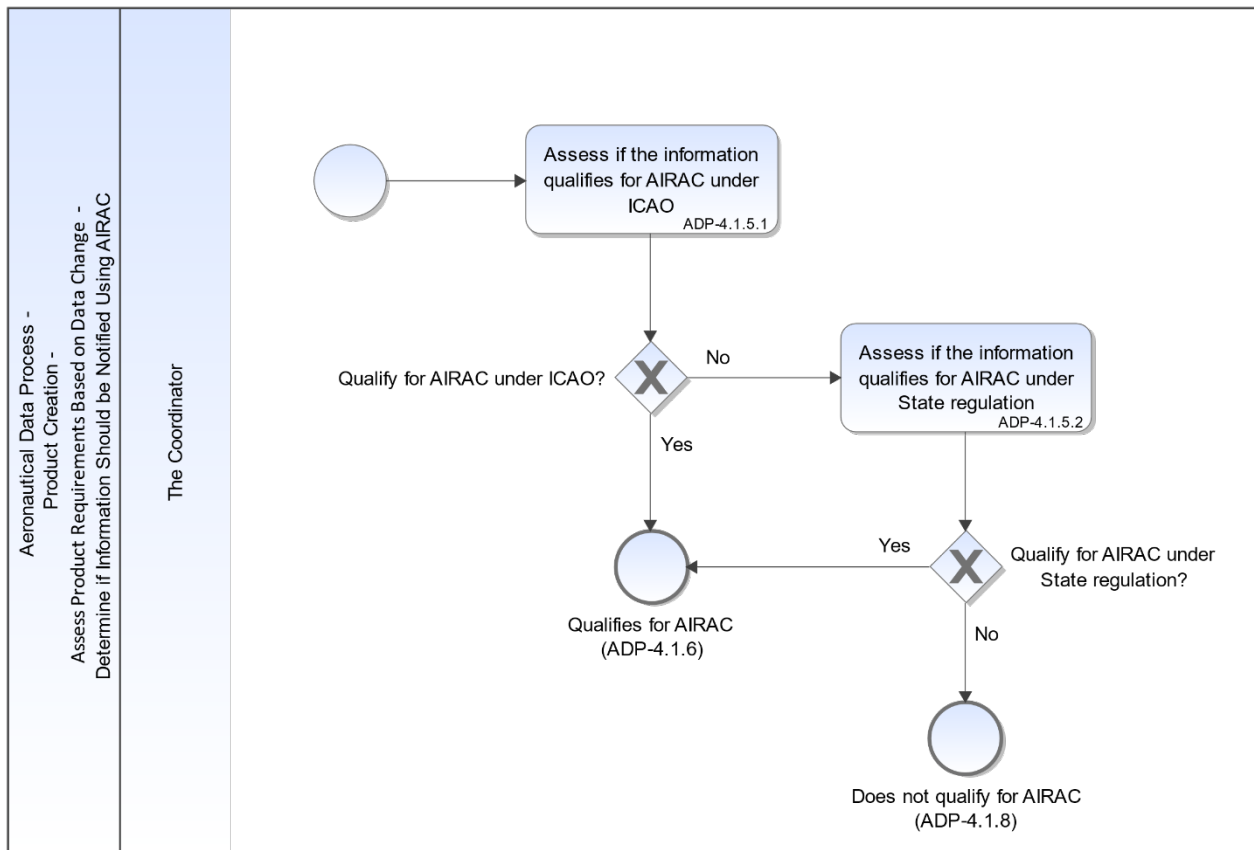
ADP-4.1.4.1 Analyse the Validity Period of the Data

Title	ADP-4.1.4.1 Analyse the Validity Period of the Data
Description	<ul style="list-style-type: none"> Assess the validity period of the data.
Role	The Coordinator
Next Step	ADP-4.1.4.2 Determine if the Data Change is Permanent

ADP-4.1.4.2 Determine if the Data Change is Permanent

Title	ADP-4.1.4.2 Determine if the Data Change is Permanent
Description	<ul style="list-style-type: none"> Determine if the change to the AIP is permanent or temporary.
Role	The Coordinator
Next Step	If the change is permanent, ADP-4.1.5 Determine if Information Should be Notified Using AIRAC . If the change is temporary, ADP-4.1.9 Determine Validity Period .

ADP-4.1.5 Determine if Information Should be Notified Using AIRAC



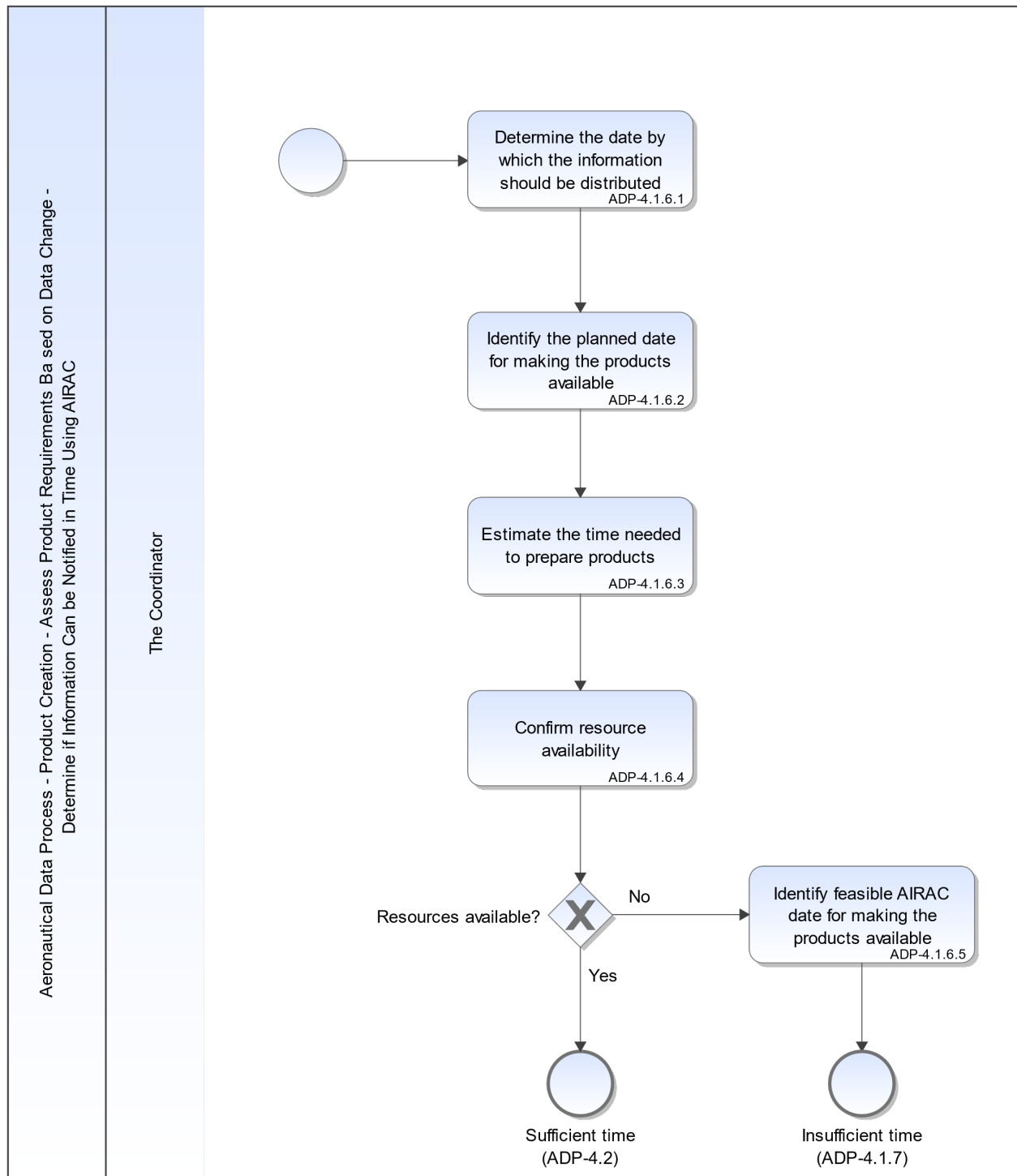
ADP-4.1.5.1 Assess if the Information Qualifies for AIRAC Under ICAO

Title	ADP-4.1.5.1 Assess if the Information Qualifies for AIRAC Under ICAO
Description	<ul style="list-style-type: none"> Determine if the information should be notified using AIRAC in accordance with ICAO standards.
Notes	<ul style="list-style-type: none"> Reference should be made to ICAO Annex 15 Chapter 6 [2].
Role	The Coordinator
Next Step	<p>If the information should be notified using AIRAC in accordance with ICAO standards, ADP-4.1.6 Determine if Information Can be Notified in Time Using AIRAC.</p> <p>If the information should not be notified using AIRAC in accordance with ICAO standards, ADP-4.1.5.2 Assess if the Information Qualifies for AIRAC Under State Regulation.</p>

ADP-4.1.5.2 Assess if the Information Qualifies for AIRAC Under State Regulation

Title	ADP-4.1.5.2 Assess if the Information Qualifies for AIRAC Under State Regulation
Description	<ul style="list-style-type: none"> Determine if the information should be notified using AIRAC in accordance with State regulations.
Role	The Coordinator
Next Step	<p>If the information should be notified using AIRAC in accordance with State regulations, ADP-4.1.6 Determine if Information Can be Notified in Time Using AIRAC.</p> <p>If the information should not be notified using AIRAC in accordance with State regulations, ADP-4.1.8 Determine if a NOTAM Needs to be Issued Prior to an AIP Amendment.</p>

ADP-4.1.6 Determine if Information Can be Notified in Time Using AIRAC



ADP-4.1.6.1 Determine the Date by Which the Information Should be Distributed

Title	ADP-4.1.6.1 Determine the Date by Which the Information Should be Distributed
Description	<ul style="list-style-type: none"> Determine the date by which the information should be distributed, if the products are to be physically distributed.
Role	The Coordinator
Next Step	ADP-4.1.6.2 Identify the Planned Date for Making the Products Available

ADP-4.1.6.2 Identify the Planned Date for Making the Products Available

Title	ADP-4.1.6.2 Identify the Planned Date for Making the Products Available
Description	<ul style="list-style-type: none"> Determine the planned date for making the affected products available.
Role	The Coordinator
Next Step	ADP-4.1.6.3 Estimate the Time Needed to Prepare Products

ADP-4.1.6.3 Estimate the Time Needed to Prepare Products

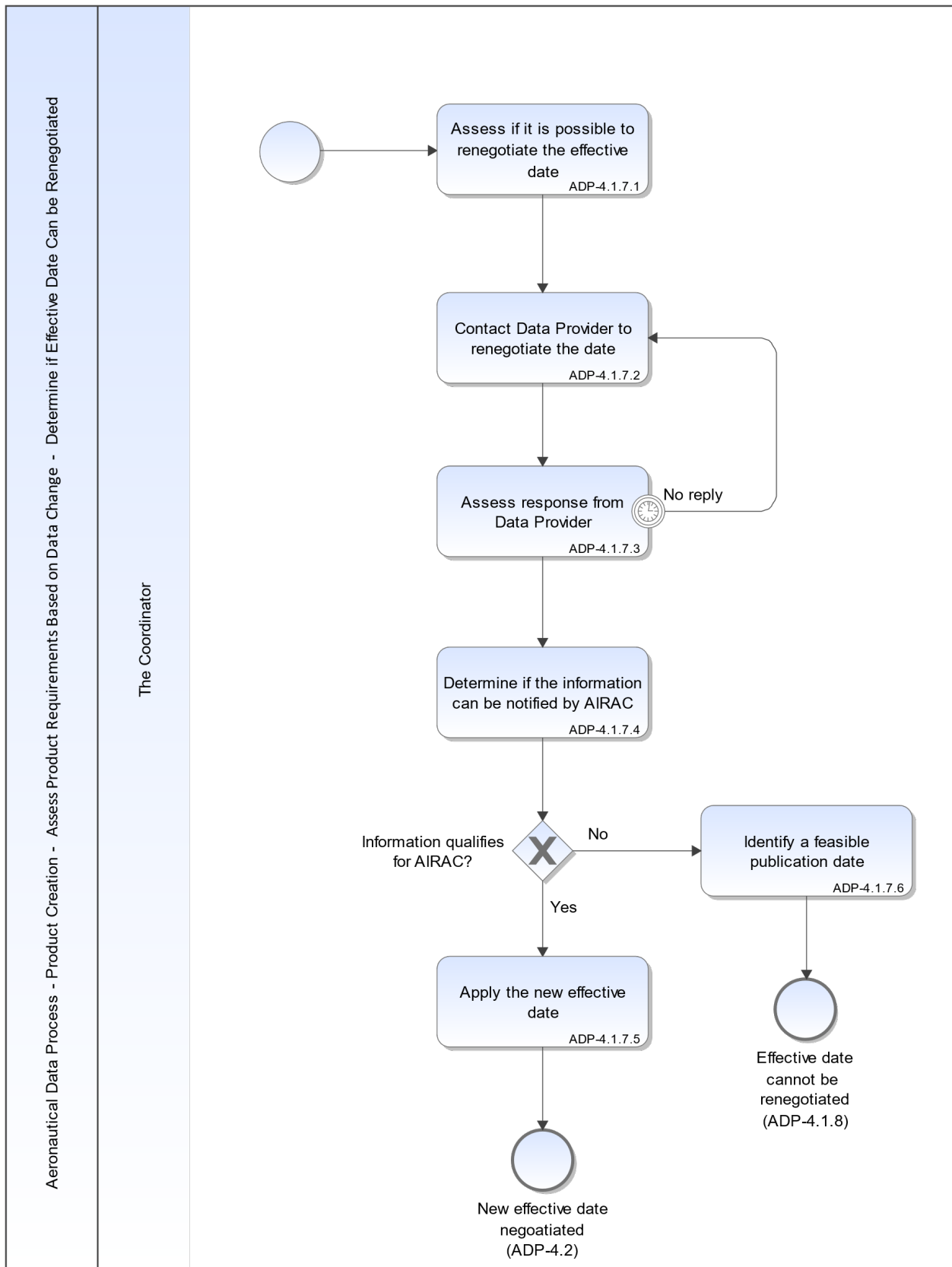
Title	ADP-4.1.6.3 Estimate the Time Needed to Prepare Products
Description	<ul style="list-style-type: none"> Determine the estimated length of time required to prepare the affected products.
Notes	<ul style="list-style-type: none"> The Coordinator should liaise with all affected product editors to determine an estimate.
Role	The Coordinator
Next Step	ADP-4.1.6.4 Confirm Resource Availability

ADP-4.1.6.4 Confirm Resource Availability

Title	ADP-4.1.6.4 Confirm Resource Availability
Description	<ul style="list-style-type: none"> Determine if sufficient resources are available to prepare the product within the identified preparation time and meet the distribution date.
Notes	<ul style="list-style-type: none"> The Coordinator should liaise with relevant members of staff to ensure a correct decision is made.
Role	The Coordinator
Next Step	<p>If there are sufficient resources available to meet the distribution date, ADP-4.2 Prepare Publication (AIRAC AIP Amendment).</p> <p>If there are insufficient resources available to meet the distribution date, ADP-4.1.6.5 Identify Feasible AIRAC Date for Making Products Available.</p>

ADP-4.1.6.5 Identify Feasible AIRAC Date for Making Products Available

Title	ADP-4.1.6.5 Identify Feasible AIRAC Date for Making Products Available
Description	<ul style="list-style-type: none"> Identify an alternative feasible date for publication using AIRAC.
Notes	<ul style="list-style-type: none"> The Coordinator should liaise with relevant members of staff to ensure a feasible date is identified.
Role	The Coordinator
Next Step	ADP-4.1.7 Determine if Effective Date Can be Renegotiated

ADP-4.1.7 Determine if Effective Date Can be Renegotiated

ADP-4.1.7.1 Assess if it is Possible to Renegotiate the Effective Date

Title	ADP-4.1.7.1 Assess if it is Possible to Renegotiate the Effective Date
Description	<ul style="list-style-type: none"> Assess if it is possible to renegotiate the effective date.
Notes	<ul style="list-style-type: none"> The Coordinator may be aware that it is impossible to renegotiate the effective date, for example, as the information is already effective.
Role	The Coordinator
Next Step	ADP-4.1.7.2 Contact Data Provider to Renegotiate the Date

ADP-4.1.7.2 Contact Data Provider to Renegotiate the Date

Title	ADP-4.1.7.2 Contact Data Provider to Renegotiate the Date
Description	<ul style="list-style-type: none"> Contact the Data Provider to inform them that the effective date cannot be met and to propose a new effective date.
Notes	<ul style="list-style-type: none"> The notification to be sent to the Data Provider should make clear reference to the Data Change Request and include a date by which a response is required.
Role	The Coordinator
Next Step	ADP-4.1.7.3 Assess Response from Data Provider

ADP-4.1.7.3 Assess Response from Data Provider

Title	ADP-4.1.7.3 Assess Response from Data Provider
Description	<ul style="list-style-type: none"> Assess the response received from the Data Provider to see if renegotiation has been possible.
Role	The Coordinator
Next Step	<p>If a response has not been received by the date provided for a response, ADP-4.1.7.2 Contact Data Provider to Renegotiate the Date.</p> <p>If a response has been received, ADP-4.1.7.4 Determine if the Information Can be Notified by AIRAC.</p>

ADP-4.1.7.4 Determine if the Information Can be Notified by AIRAC

Title	ADP-4.1.7.4 Determine if the Information Can be Notified by AIRAC
Description	<ul style="list-style-type: none"> Determine if the information can be notified using AIRAC given the response from the Data Provider.
Role	The Coordinator
Next Step	<p>If the information does not qualify for AIRAC, ADP-4.1.7.6 Identify a Feasible Publication Date.</p> <p>If the information qualifies for AIRAC, ADP-4.1.7.5 Apply the New Effective Date.</p>

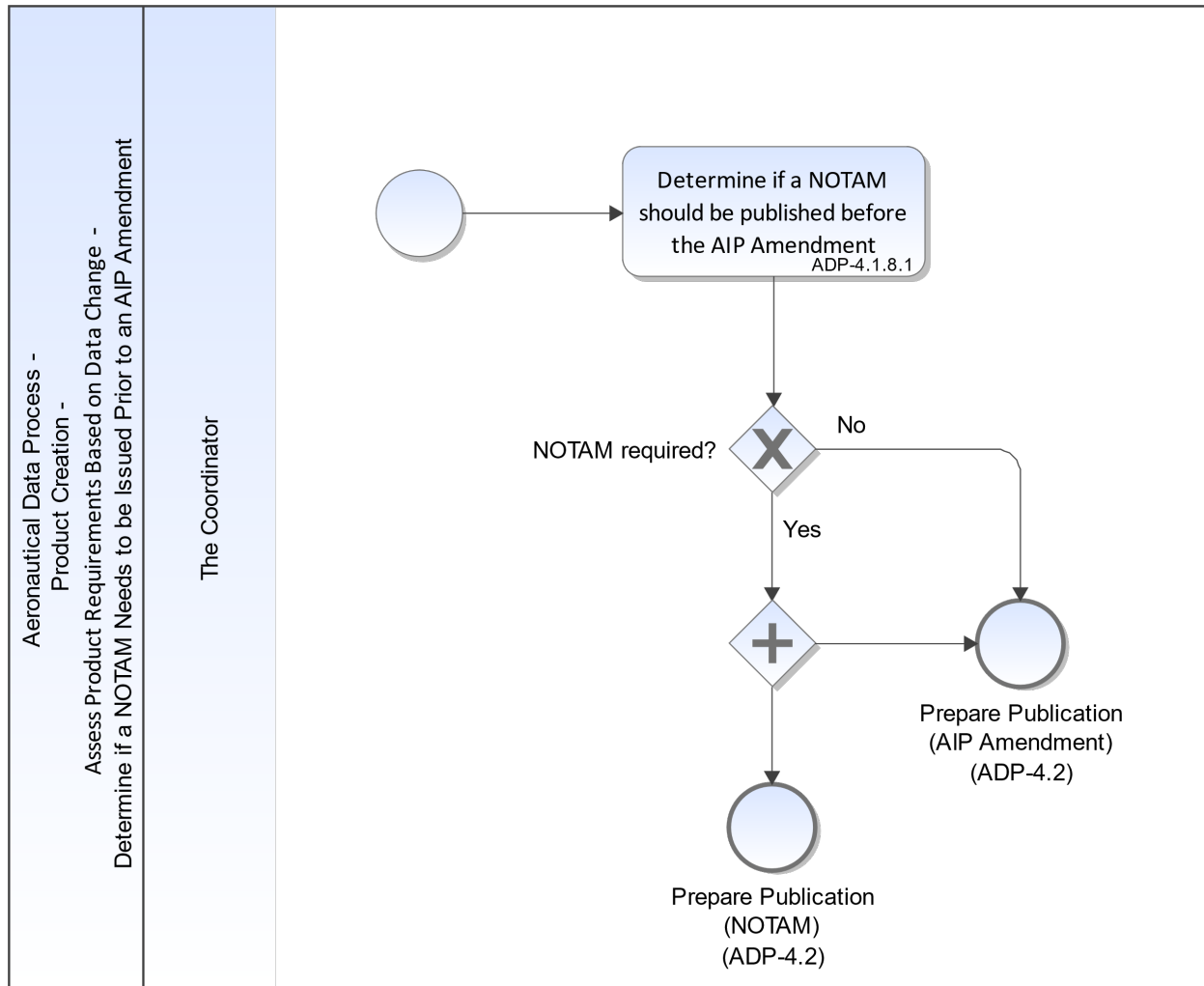
ADP-4.1.7.5 Apply the New Effective Date

Title	ADP-4.1.7.5 Apply the New Effective Date
Description	<ul style="list-style-type: none"> Apply the new effective date to the affected data.
Role	The Coordinator
Next Step	ADP-4.2 Prepare Publication (AIRAC AIP Amendment)

ADP-4.1.7.6 Identify a Feasible Publication Date

Title	ADP-4.1.7.6 Identify a Feasible Publication Date
Description	<ul style="list-style-type: none">• Determine a new feasible date for publication of the data.
Role	The Coordinator
Next Step	<i>ADP-4.1.8 Determine if a NOTAM Needs to be Issued Prior to an AIP Amendment</i>

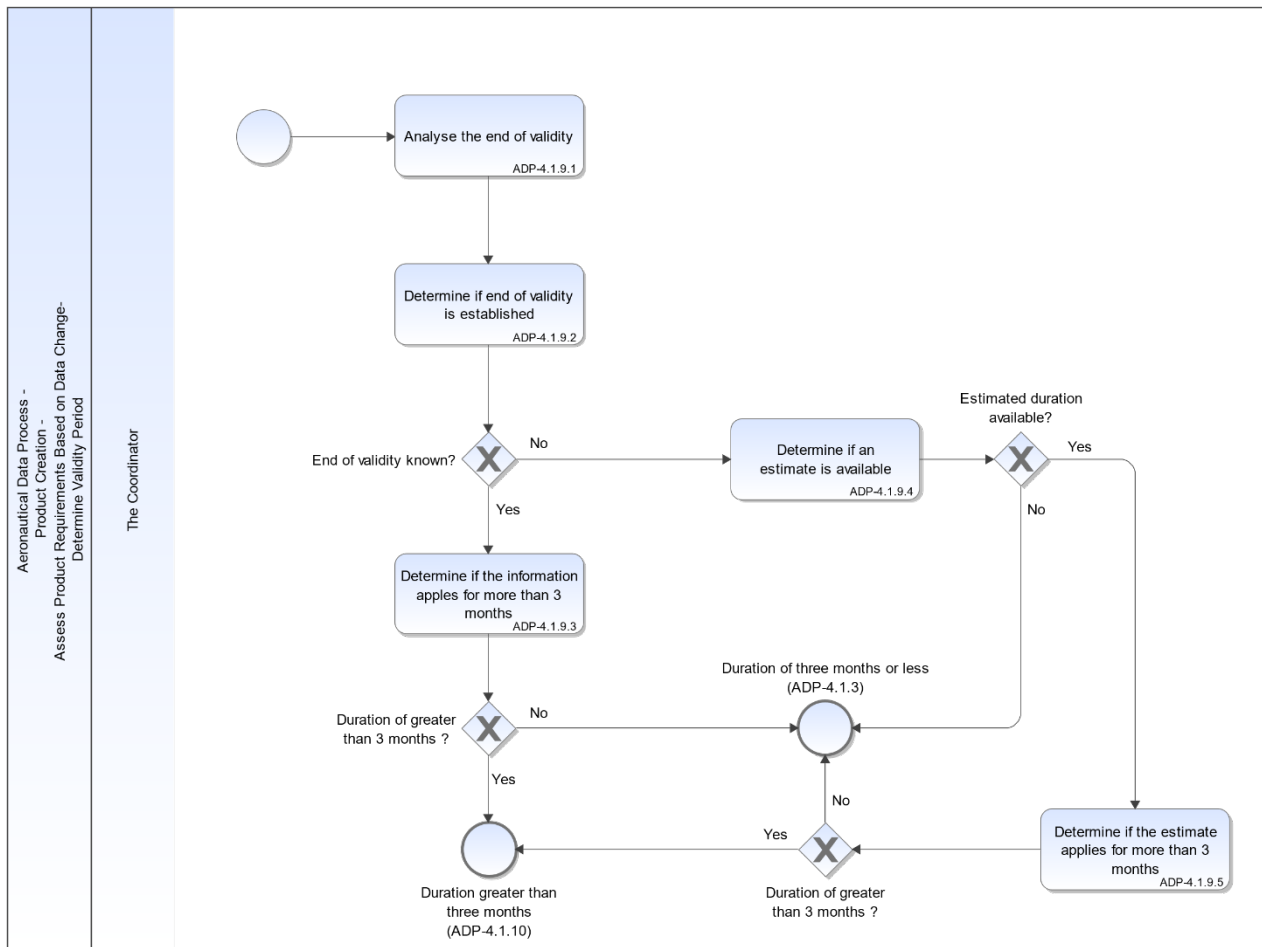
ADP-4.1.8 Determine if a NOTAM Needs to be Issued Prior to an AIP Amendment



ADP-4.1.8.1 Determine if a NOTAM Should be Published Before the AIP Amendment

Title	ADP-4.1.8.1 Determine if a NOTAM Should be Published Before the AIP Amendment
Description	<ul style="list-style-type: none"> Determine if the nature of the information requires a NOTAM to be used prior to the AIP Amendment.
Notes	<ul style="list-style-type: none"> It is possible that this assessment may determine that multiple NOTAM are required to fully publish the required information.
Role	The Coordinator
Next Step	<p>If a NOTAM is required, ADP-4.2 Prepare Publication (NOTAM) and, in parallel, ADP-4.2 Prepare Publication (AIP Amendment).</p> <p>If a NOTAM is not required, ADP-4.2 Prepare Publication (AIP Amendment).</p>

ADP-4.1.9 Determine Validity Period



ADP-4.1.9.1 Analyse the End of Validity

Title	ADP-4.1.9.1 Analyse the End of Validity
Description	<ul style="list-style-type: none"> Analyse the end of validity.
Role	The Coordinator
Next Step	ADP-4.1.9.2 Determine if End of Validity is Established

ADP-4.1.9.2 Determine if End of Validity is Established

Title	ADP-4.1.9.2 Determine if End of Validity is Established
Description	<ul style="list-style-type: none"> Determine if an end of validity date has been provided.
Role	The Coordinator
Next Step	<p>If an end of validity date has not been provided, ADP-4.1.9.4 Determine if an Estimate is Available.</p> <p>If an end of validity date has been provided, ADP-4.1.9.3 Determine if the Information Applies for More Than 3 Months.</p>

ADP-4.1.9.3 Determine if the Information Applies for More Than 3 Months

Title	ADP-4.1.9.3 Determine if the Information Applies for More Than 3 Months
Description	<ul style="list-style-type: none"> Determine if the data is valid for more than 3 months.
Role	The Coordinator
Next Step	<p>If the data is valid for less than 3 months, ADP-4.1.13 Determine if Extensive Graphics or Text To be Provided.</p> <p>If the data is valid for longer than 3 months, ADP-4.1.10 Determine if Information Should be Notified Using AIRAC.</p>

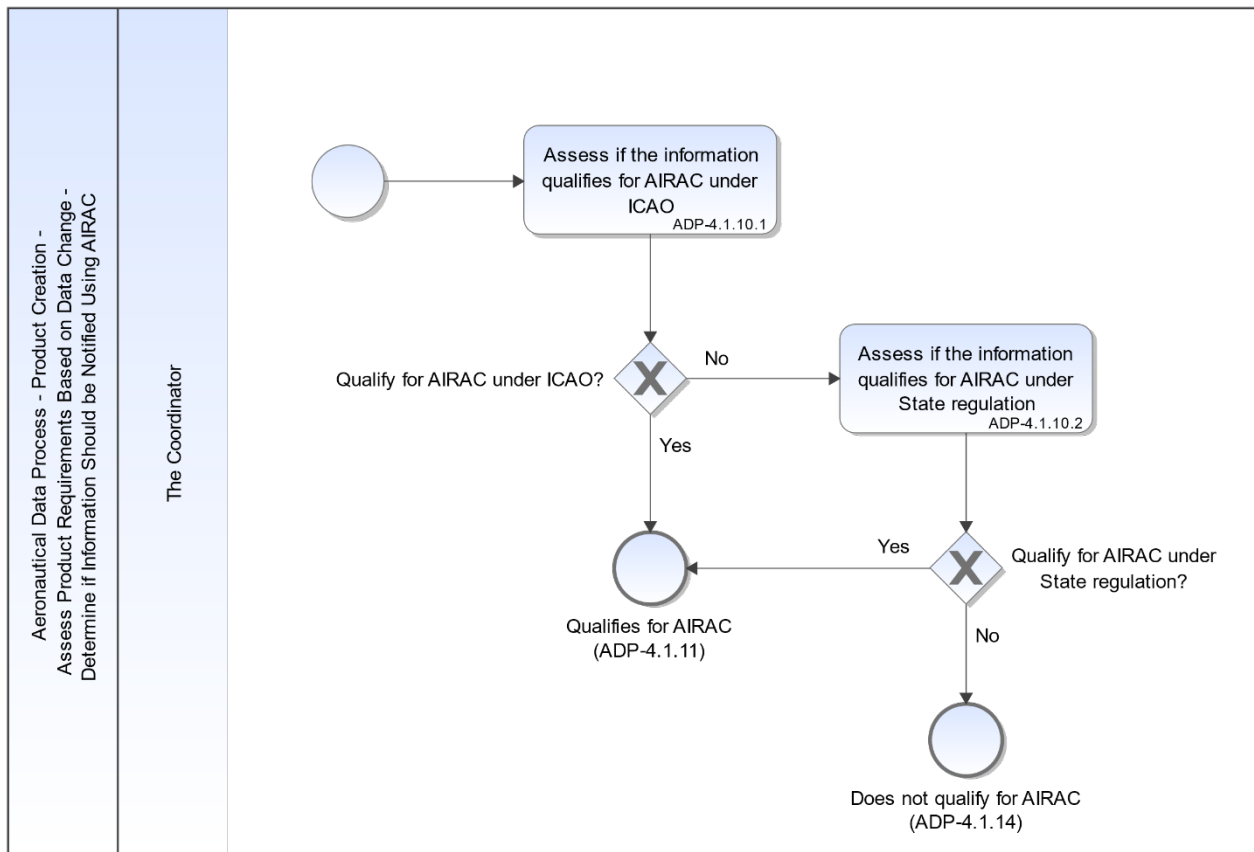
ADP-4.1.9.4 Determine if an Estimate is Available

Title	ADP-4.1.9.4 Determine if an Estimate is Available
Description	<ul style="list-style-type: none"> Determine if an estimate of the validity period has been provided.
Notes	<ul style="list-style-type: none"> If an estimate is still not available despite seeking clarification under ADP-3 Data Management then the Coordinator may choose to contact the Data Provider for a final time to see if any further clarification on the effective date is available. Further information may have become available since ADP-3 Data Management was undertaken.
Role	The Coordinator
Next Step	<p>If an estimate has not been provided, ADP-4.1.13 Determine if Extensive Graphics or Text To be Provided.</p> <p>If an estimate has been provided, ADP-4.1.9.5 Determine if the Estimate Applies for More Than 3 Months.</p>

ADP-4.1.9.5 Determine if the Estimate Applies for More Than 3 Months

Title	ADP-4.1.9.5 Determine if the Estimate Applies for More Than 3 Months
Description	<ul style="list-style-type: none"> Determine if the estimated validity period is more than 3 months.
Role	The Coordinator
Next Step	<p>If the estimate is for less than 3 months, ADP-4.1.13 Determine if Extensive Graphics or Text To be Provided.</p> <p>If the estimate is for longer than 3 months, ADP-4.1.10 Determine if Information Should be Notified Using AIRAC.</p>

ADP-4.1.10 Determine if Information Should be Notified Using AIRAC



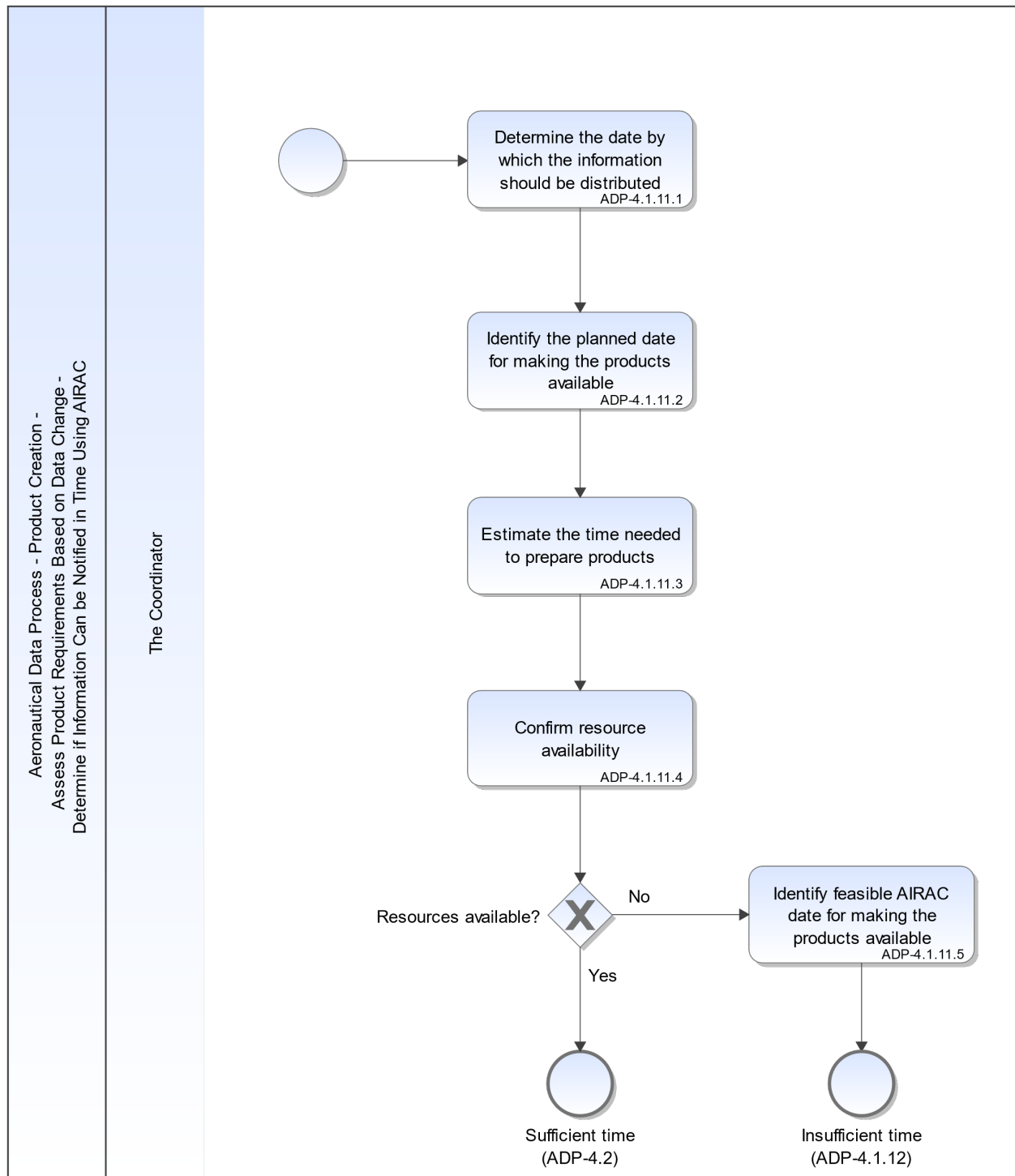
ADP-4.1.10.1 Assess if the Information Qualifies for AIRAC Under ICAO

Title	ADP-4.1.10.1 Assess if the Information Qualifies for AIRAC Under ICAO
Description	<ul style="list-style-type: none"> Determine if the information should be notified using AIRAC in accordance with ICAO standards.
Notes	<ul style="list-style-type: none"> Reference should be made to ICAO Annex 15 Chapter 6 [2].
Role	The Coordinator
Next Step	<p>If the information should be notified using AIRAC in accordance with ICAO standards, ADP-4.1.11 Determine if Information Can be Notified in Time Using AIRAC.</p> <p>If the information should not be notified using AIRAC in accordance with ICAO standards, ADP-4.1.10.2 Assess if the Information Qualifies for AIRAC Under State Regulation.</p>

ADP-4.1.10.2 Assess if the Information Qualifies for AIRAC Under State Regulation

Title	ADP-4.1.10.2 Assess if the Information Qualifies for AIRAC Under State Regulation
Description	<ul style="list-style-type: none"> Determine if the information should be notified using AIRAC in accordance with State regulations.
Role	The Coordinator
Next Step	<p>If the information should be notified using AIRAC in accordance with State regulations, ADP-4.1.11 Determine if Information Can be Notified in Time Using AIRAC.</p> <p>If the information should not be notified using AIRAC in accordance with State regulations, ADP-4.1.14 Determine if a NOTAM Needs to be Issued Prior to an AIP Supplement.</p>

ADP-4.1.11 Determine if Information Can be Notified in Time Using AIRAC



ADP-4.1.11.1 Determine the Date by Which the Information Should be Distributed

Title	ADP-4.1.11.1 Determine the Date by Which the Information Should be Distributed
Description	<ul style="list-style-type: none"> Determine the date by which the information should be distributed, if the products are to be physically distributed.
Role	The Coordinator
Next Step	ADP-4.1.11.2 Identify the Planned Date for Making the Products Available

ADP-4.1.11.2 Identify the Planned Date for Making the Products Available

Title	ADP-4.1.11.2 Identify the Planned Date for Making the Products Available
Description	<ul style="list-style-type: none"> Determine the planned date for making the affected products available.
Role	The Coordinator
Next Step	ADP-4.1.11.3 Estimate the Time Needed to Prepare Products

ADP-4.1.11.3 Estimate the Time Needed to Prepare Products

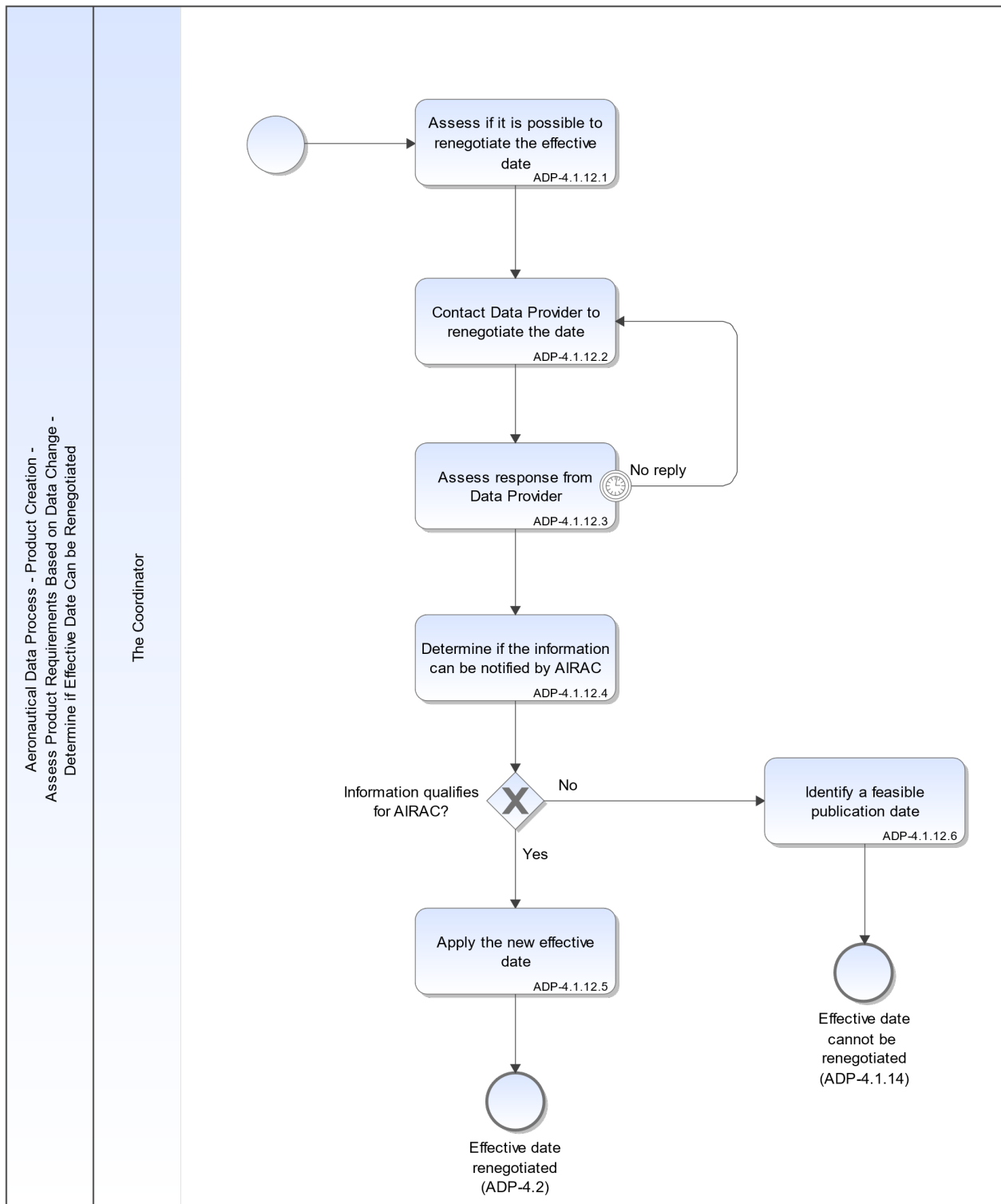
Title	ADP-4.1.11.3 Estimate the Time Needed to Prepare Products
Description	<ul style="list-style-type: none"> Determine the estimated length of time required to prepare the affected products.
Notes	<ul style="list-style-type: none"> The Coordinator should liaise with all affected product editors to determine an estimate.
Role	The Coordinator
Next Step	ADP-4.1.11.4 Confirm Resource Availability

ADP-4.1.11.4 Confirm Resource Availability

Title	ADP-4.1.11.4 Confirm Resource Availability
Description	<ul style="list-style-type: none"> Determine if sufficient resources are available to prepare the product within the identified preparation time and meet the distribution date.
Notes	<ul style="list-style-type: none"> The Coordinator should liaise with relevant members of staff to ensure a correct decision is made.
Role	The Coordinator
Next Step	<p>If there are sufficient resources available to meet the distribution date, ADP-4.2 Prepare Publication (AIRAC AIP Supplement).</p> <p>If there are insufficient resources available to meet the distribution date, ADP-4.1.11.5 Identify Feasible AIRAC Date for Making the Products Available.</p>

ADP-4.1.11.5 Identify Feasible AIRAC Date for Making the Products Available

Title	ADP-4.1.11.5 Identify Feasible AIRAC Date for Making the Products Available
Description	<ul style="list-style-type: none"> Identify an alternative feasible date for publication using AIRAC.
Notes	<ul style="list-style-type: none"> The Coordinator should liaise with relevant members of staff to ensure a feasible date is identified.
Role	The Coordinator
Next Step	ADP-4.1.12 Determine if Effective Date Can be Renegotiated

ADP-4.1.12 Determine if Effective Date Can be Renegotiated

ADP-4.1.12.1 Assess if it is Possible to Renegotiate the Effective Date

Title	ADP-4.1.12.1 Assess if it is Possible to Renegotiate the Effective Date
Description	<ul style="list-style-type: none"> Assess if it is possible to renegotiate the effective date.
Notes	<ul style="list-style-type: none"> The Coordinator may be aware that it is impossible to renegotiate the effective date, for example, as the information is already effective.
Role	The Coordinator
Next Step	ADP-4.1.12.2 Contact Data Provider to Renegotiate the Date

ADP-4.1.12.2 Contact Data Provider to Renegotiate the Date

Title	ADP-4.1.12.2 Contact Data Provider to Renegotiate the Date
Description	<ul style="list-style-type: none"> Contact the Data Provider to inform them that the effective date cannot be met and to propose a new effective date.
Notes	<ul style="list-style-type: none"> The notification to be sent to the Data Provider should make clear reference to the Data Change Request and include a date by which a response is required.
Role	The Coordinator
Next Step	ADP-4.1.12.3 Assess Response from Data Provider

ADP-4.1.12.3 Assess Response from Data Provider

Title	ADP-4.1.12.3 Assess Response from Data Provider
Description	<ul style="list-style-type: none"> Assess the response received from the Data Provider to see if renegotiation has been possible.
Role	The Coordinator
Next Step	<p>If a response has not been received by the date provided for a response, ADP-4.1.12.2 Contact Data Provider to Renegotiate the Date.</p> <p>If a response has been received, ADP-4.1.12.4 Determine if the Information Can be Notified by AIRAC.</p>

ADP-4.1.12.4 Determine if the Information Can be Notified by AIRAC

Title	ADP-4.1.12.4 Determine if the Information Can be Notified by AIRAC
Description	<ul style="list-style-type: none"> Determine if the information can be notified using AIRAC given the response from the Data Provider.
Role	The Coordinator
Next Step	<p>If the date cannot be renegotiated, ADP-4.1.12.6 Identify a Feasible Publication Date.</p> <p>If the date can be renegotiated, ADP-4.1.12.5 Apply the New Effective Date.</p>

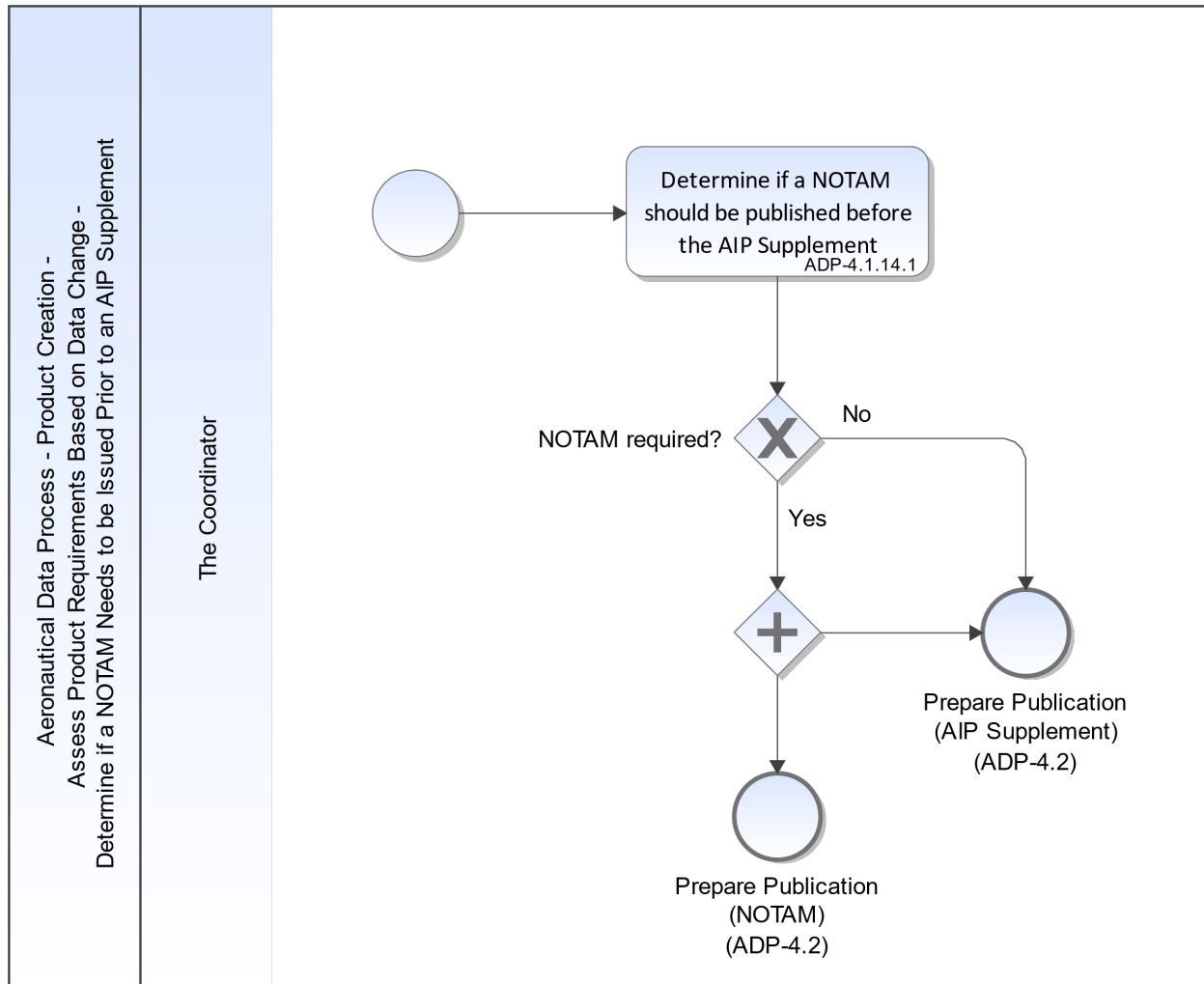
ADP-4.1.12.5 Apply the New Effective Date

Title	ADP-4.1.12.5 Apply the New Effective Date
Description	<ul style="list-style-type: none"> Apply the new effective date to the affected data.
Role	The Coordinator
Next Step	ADP-4.2 Prepare Publication (AIRAC AIP Supplement)

ADP-4.1.12.6 Identify a Feasible Publication Date

Title	ADP-4.1.12.6 Identify a Feasible Publication Date
Description	<ul style="list-style-type: none">• Determine a new feasible date for publication of the data.
Role	The Coordinator
Next Step	<i>ADP-4.1.14 Determine if a NOTAM Needs to be Issued Prior to an AIP Supplement</i>

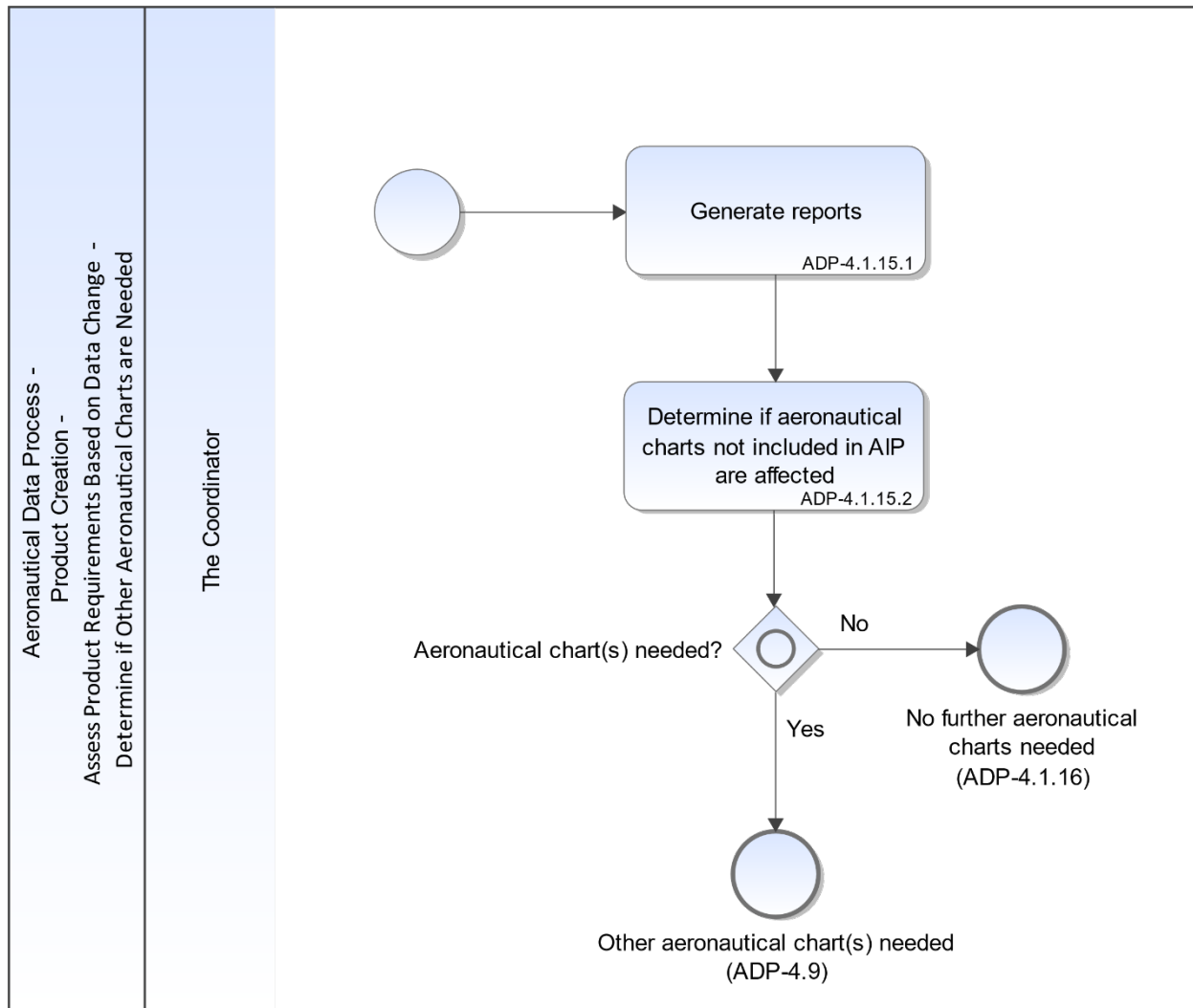
ADP-4.1.14 Determine if a NOTAM Needs to be Issued Prior to an AIP Supplement



ADP-4.1.14.1 Determine if a NOTAM Should be Published Before the AIP Supplement

Title	ADP-4.1.14.1 Determine if a NOTAM Should be Published Before the AIP Supplement
Description	<ul style="list-style-type: none"> Determine if the nature of the information requires a NOTAM to be used prior to the AIP Supplement.
Notes	<ul style="list-style-type: none"> It is possible that this assessment may determine that multiple NOTAM are required to fully publish the required information.
Role	The Coordinator
Next Step	If a NOTAM is required, ADP-4.2 Prepare Publication (NOTAM) and, in parallel, ADP-4.2 Prepare Publication (AIP Supplement) . If a NOTAM is not required, ADP-4.2 Prepare Publication (AIP Supplement) .

ADP-4.1.15 Determine if Other Aeronautical Charts are Needed



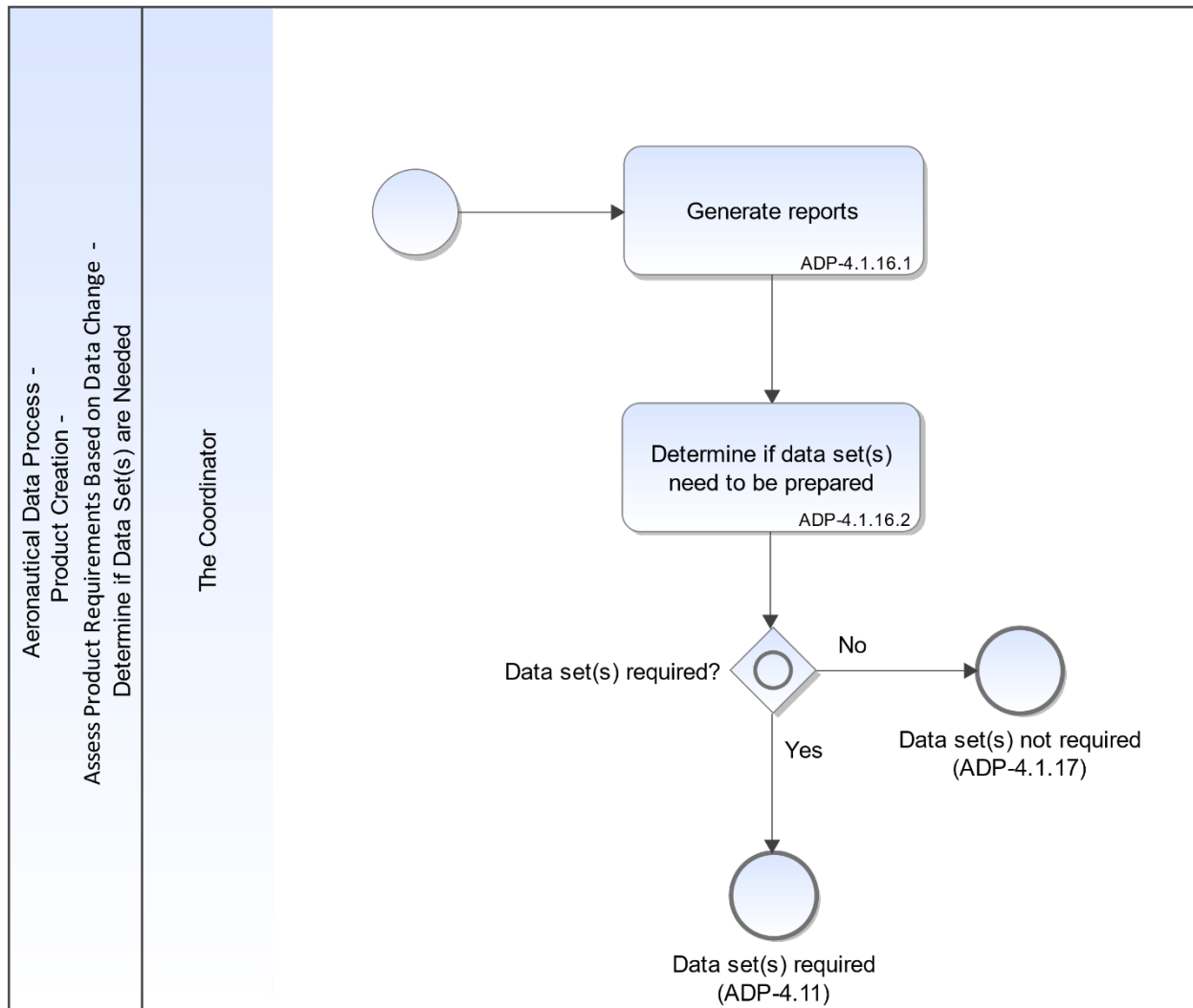
ADP-4.1.15.1 Generate Reports

Title	ADP-4.1.15.1 Generate Reports
Description	<ul style="list-style-type: none"> Generate system reports to support the identification of charts impacted by the data change.
Role	The Coordinator
Next Step	ADP-4.1.15.2 Determine if Aeronautical Charts not Included in AIP are Affected

ADP-4.1.15.2 Determine if Aeronautical Charts not Included in AIP are Affected

Title	ADP-4.1.15.2 Determine if Aeronautical Charts not Included in AIP are Affected
Description	<ul style="list-style-type: none">Determine if charts that are not published in the AIP are affected by the data change and need to be updated.
Notes	<ul style="list-style-type: none">It is possible that this assessment may determine that multiple charts are required to fully publish the required information.
Role	The Coordinator
Next Step	If other charts are affected, ADP-4.9 Prepare Chart and, in parallel, ADP-4.1.16 Determine if Data Set(s) are Needed . If other charts are not affected, ADP-4.1.16 Determine if Data Set(s) are Needed .

ADP-4.1.16 Determine if Data Set(s) are Needed



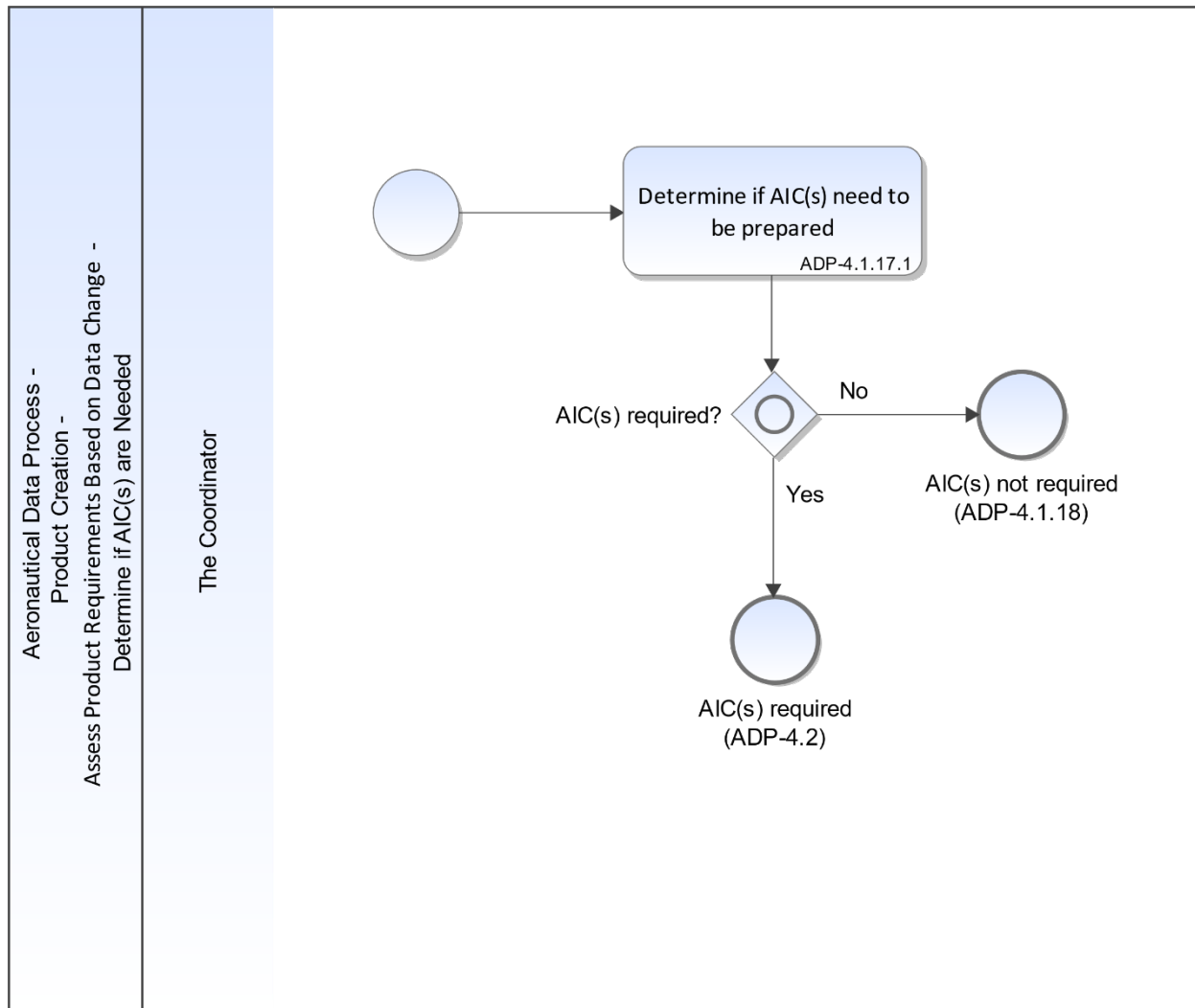
ADP-4.1.16.1 Generate Reports

Title	ADP-4.1.16.1 Generate Reports
Description	<ul style="list-style-type: none"> Generate system reports to support the identification of data set(s) impacted by the data change.
Role	The Coordinator
Next Step	ADP-4.1.16.2 Determine if Data Set(s) Need to be Prepared

ADP-4.1.16.2 Determine if Data Set(s) Need to be Prepared

Title	ADP-4.1.16.2 Determine if Data Set(s) Need to be Prepared
Description	<ul style="list-style-type: none">• Determine if data set(s) are affected by the data change and need to be prepared.
Notes	<ul style="list-style-type: none">• Reference should be made to ICAO Annex 15 [2], ICAO Doc 10066 [7], ICAO Doc 8126 [3] and ICAO Doc 10039 [6].• It is possible that this assessment may determine that multiple data sets are required to fully publish the required information.
Role	The Coordinator
Next Step	If data set(s) are required, <i>ADP-4.11 Prepare Data Set</i> and, in parallel, <i>ADP-4.1.17 Determine if AIC(s) are Needed</i> . If data set(s) are not required, <i>ADP-4.1.17 Determine if AIC(s) are Needed</i> .

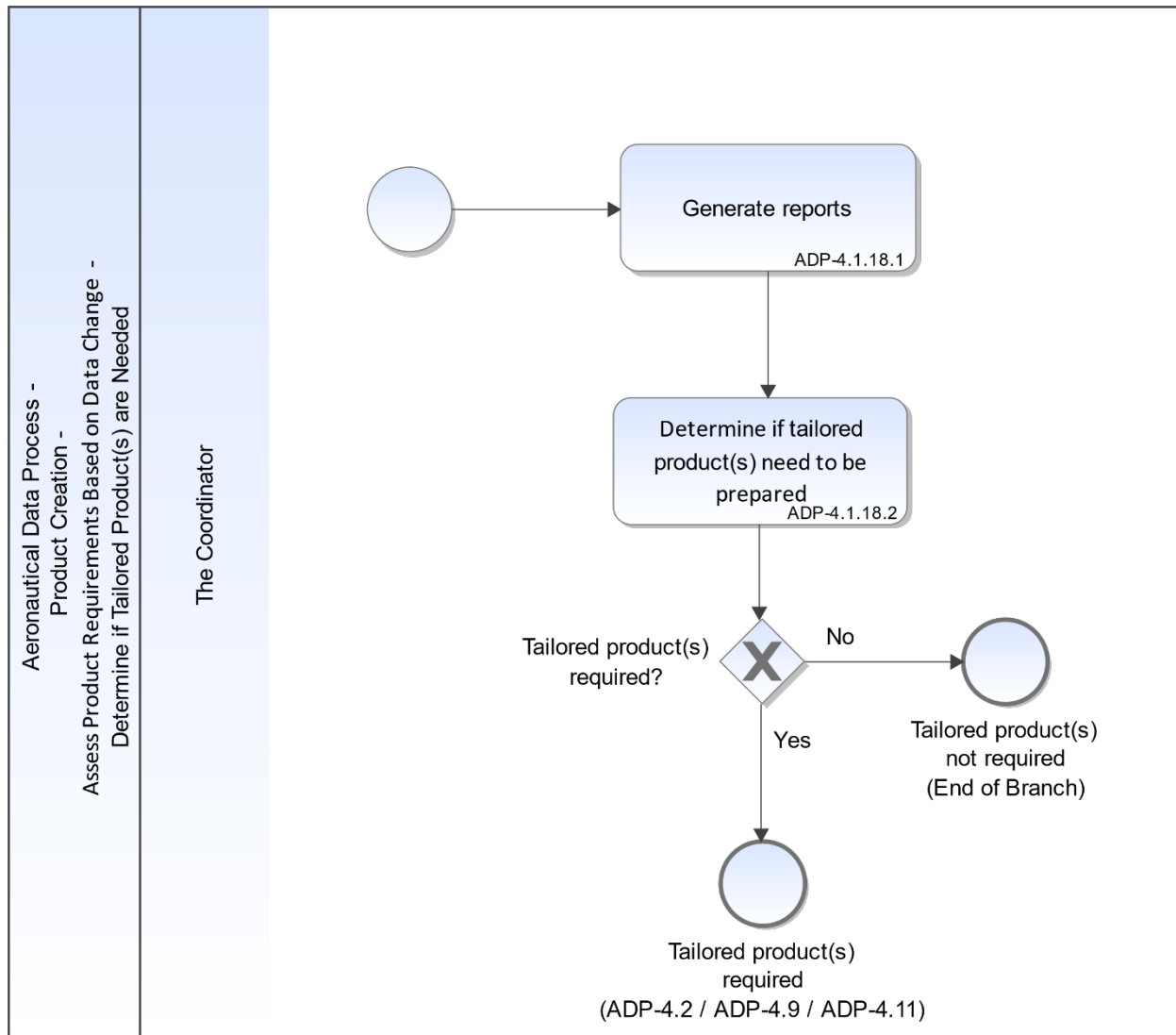
ADP-4.1.17 Determine if AIC(s) are Needed



ADP-4.1.17.1 Determine if AIC(s) Need to be Prepared

Title	ADP-4.1.17.1 Determine if AIC(s) Need to be Prepared
Description	<ul style="list-style-type: none"> Determine if the subjects(s) included in the Data Change Request mean that AIC(s) need to be prepared.
Notes	<ul style="list-style-type: none"> Reference should be made to ICAO Doc 10066 Chapter 5 [7].
Role	The Coordinator
Next Step	<p>If AICs(s) are needed, ADP-4.2 Prepare Publication (AIC) and, in parallel, ADP-4.1.18 Determine if Tailored Product(s) are Needed.</p> <p>If AICs(s) are not needed, ADP-4.1.18 Determine if Tailored Product(s) are Needed.</p>

ADP-4.1.18 Determine if Tailored Product(s) are Needed



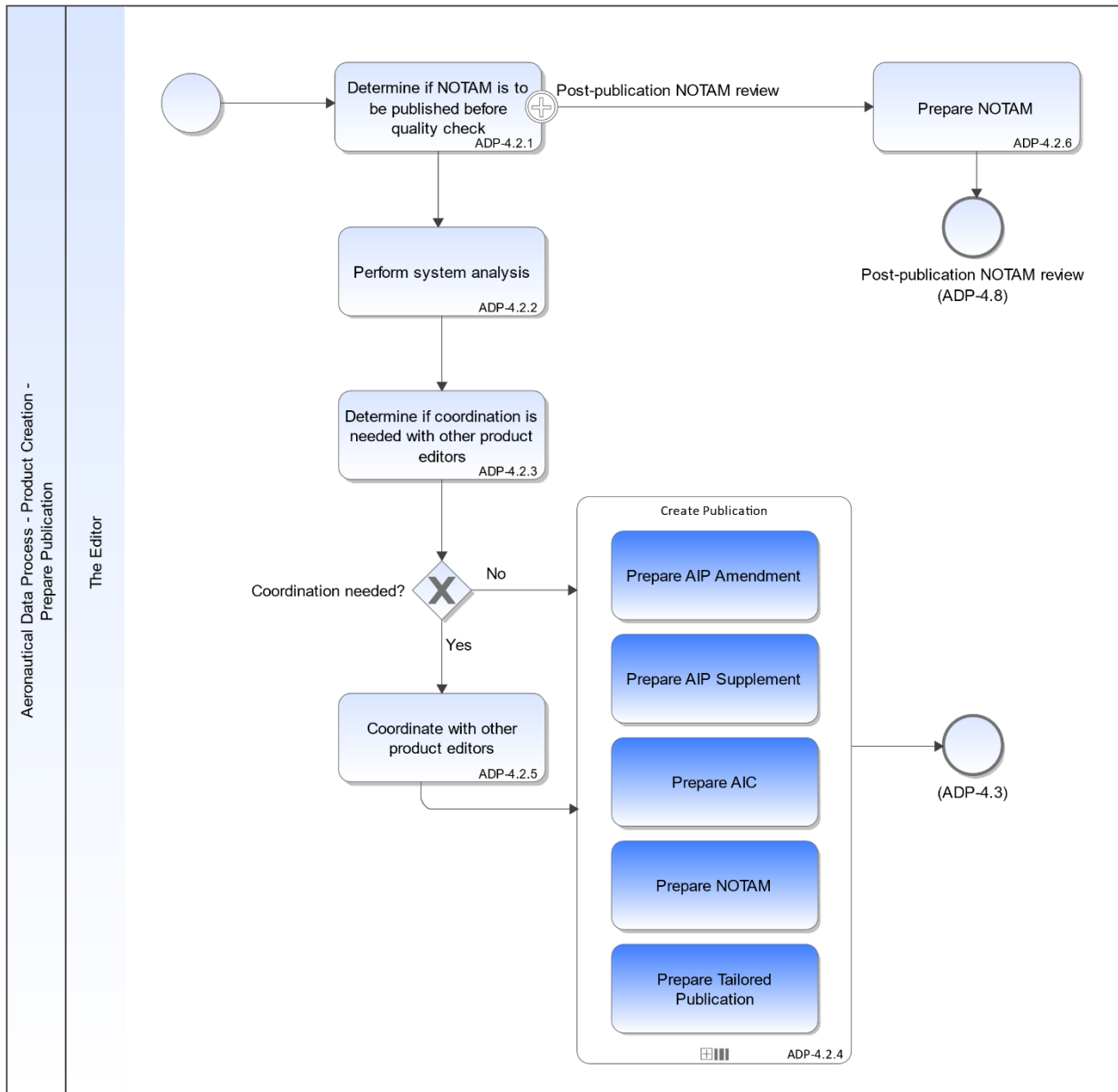
ADP-4.1.18.1 Generate Reports

Title	ADP-4.1.18.1 Generate Reports
Description	<ul style="list-style-type: none"> Generate system reports to support the identification of product(s) impacted by the data change.
Role	The Coordinator
Next Step	ADP-4.1.18.2 Determine if Tailored Product(s) Need to be Prepared

ADP-4.1.18.2 Determine if Tailored Product(s) Need to be Prepared

Title	ADP-4.1.18.2 Determine if Tailored Product(s) Need to be Prepared
Description	<ul style="list-style-type: none">• Determine if tailored product(s) need to be prepared in accordance with any applicable Data Product Specifications.
Role	The Coordinator
Next Step	<p>If tailored product(s) are required, depending on product type:</p> <ul style="list-style-type: none">• <i>ADP-4.2 Prepare Publication (Tailored Publication);</i>• <i>ADP-4.9 Prepare Chart (Tailored Chart);</i>• <i>ADP-4.11 Prepare Data Set (Tailored Data Set).</i> <p><u>Note:</u> Reference should be made to applicable product specifications.</p> <p>If tailored product(s) are not needed, end of branch.</p>

ADP-4.2 Prepare Publication



ADP-4.2.1 Determine if NOTAM is to be Issued Before Quality Check

Title	ADP-4.2.1 Determine if NOTAM is to be Issued Before Quality Check
Description	<ul style="list-style-type: none"> Determine if a NOTAM needs to be issued and if this is the case, whether the standard NOTAM publication process can be followed or if quality checking will be performed post-publication or in parallel with publication.
Notes	<ul style="list-style-type: none"> If a NOTAM is issued without following the standard NOTAM publication process, the review of the NOTAM should take place in parallel with or as soon as possible after the issue of the NOTAM. The post-publication quality checking can apply to both Urgent and non-Urgent NOTAM.
Role	The Editor
Next Step	<p>If a NOTAM needs to be issued before or in parallel with quality checking, ADP-4.2.6 Prepare NOTAM and, in parallel, ADP-4.2.2 Perform System Analysis.</p> <p>If quality checking can take place before the issue of the NOTAM, ADP-4.2.2 Perform System Analysis.</p>

ADP-4.2.2 Perform System Analysis

Title	ADP-4.2.2 Perform System Analysis
Description	<ul style="list-style-type: none"> Perform system analysis of the data stored in the datastore to ensure that the data is complete and in accordance with its data quality requirements.
Notes	<ul style="list-style-type: none"> System reports should be generated to aid the identification of any issues with the data. System reports should be saved.
Role	The Editor
Next Step	ADP-4.2.3 Determine if Coordination is Needed with Other Product Editors

ADP-4.2.3 Determine if Coordination is Needed with Other Product Editors

Title	ADP-4.2.3 Determine if Coordination is Needed with Other Product Editors
Description	<ul style="list-style-type: none"> Determine if coordination with other product editors is required as a result of the range of products impacted by the Data Change Request.
Notes	<ul style="list-style-type: none"> Coordination may involve agreeing timescales and how the products will be collated. System reports may support product editors in identifying the affected products. All products should be prepared using data from a centralised datastore to ensure consistency.
Role	The Editor
Next Step	<p>If coordination is required, ADP-4.2.5 Coordinate with Other Product Editors.</p> <p>If coordination is not required, for all publication types, ADP-4.2.4 Create Publication.</p>

ADP-4.2.4 Create Publication

Title	ADP-4.2.4 Create Publication
Description	<ul style="list-style-type: none"> Create the publication in accordance with the product specification and applicable standards and guidance.
Notes	<ul style="list-style-type: none"> Tools may be used wholly or partially to generate publications. ICAO Annex 15 [2], ICAO Doc 8126 [3], ICAO Doc 10066 [7] and EUROCONTROL-GUID-0121 (EUROCONTROL Guidelines for Operating Procedures for AIS Dynamic Data (OPADD)) [14] contain SARPs and guidance for creating ICAO publications. Publications include AIP Amendments, AIP Supplements, AIC, NOTAM and tailored publications.
Role	See next level of process.
Multiplicity	Multiple
Next Step	ADP-4.3 Review Publication

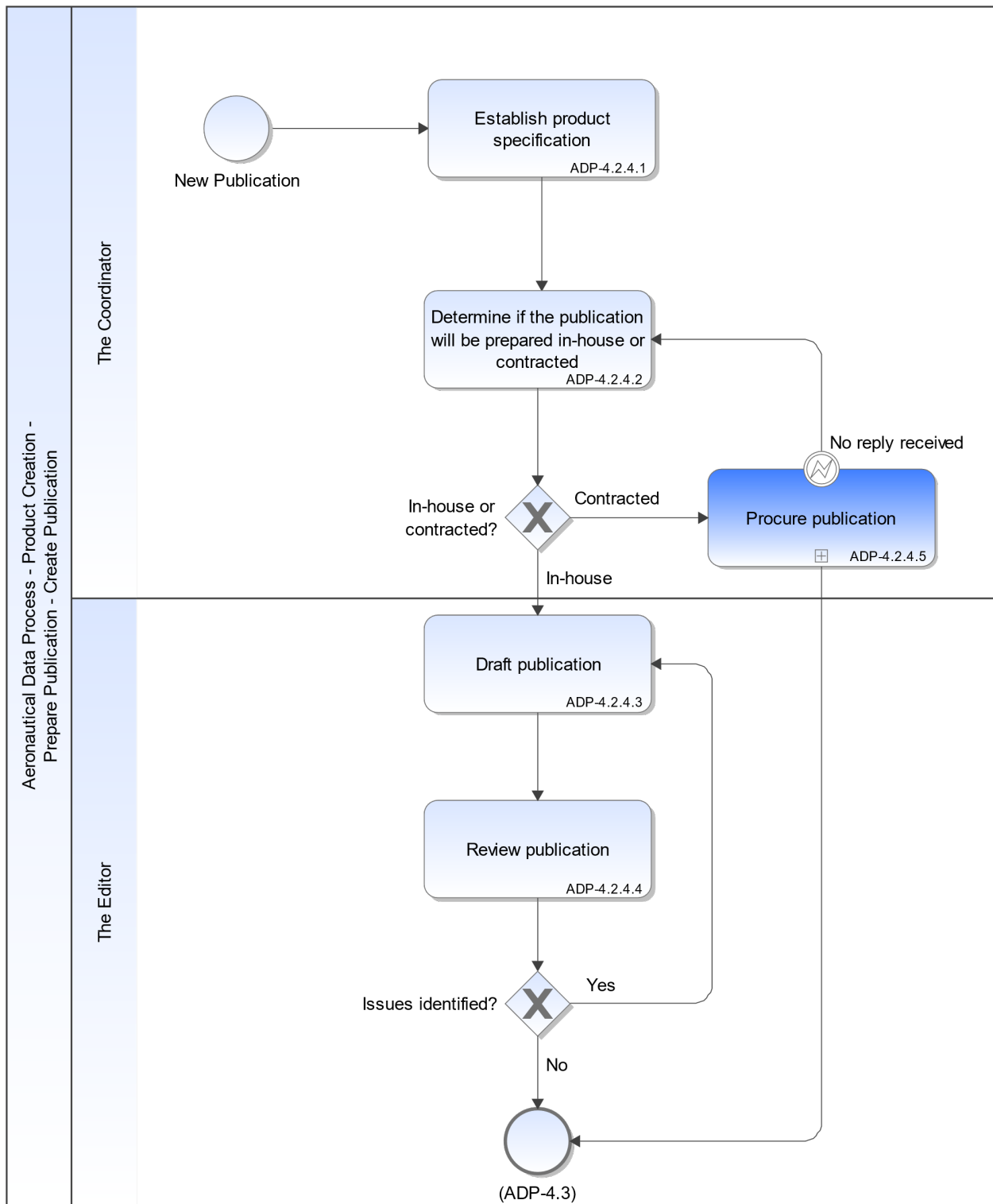
ADP-4.2.5 Coordinate with Other Product Editors

Title	ADP-4.2.5 Coordinate with Other Product Editors
Description	<ul style="list-style-type: none"> Contact other product editors to discuss details of the timescales required for the update of the products, and how these will be collated and checked for consistency. Responsibilities for consistency checking should be agreed.
Notes	<ul style="list-style-type: none"> Tools may be used to support consistency checking of products.
Role	The Editor
Next Step	ADP-4.2.4 Create Publication

ADP-4.2.6 Prepare NOTAM

Title	ADP-4.2.6 Prepare NOTAM
Description	<ul style="list-style-type: none"> Prepare the NOTAM in accordance with ICAO Doc 8126 [3], ICAO Doc 10066 [7] and EUROCONTROL-GUID-0121 (EUROCONTROL Guidelines for Operating Procedures for AIS Dynamic Data (OPADD)) [14].
Notes	<ul style="list-style-type: none"> Tools may be used to support the generation of the NOTAM. Quality checking of the NOTAM should take place in parallel with or after issue of the NOTAM.
Role	The Editor
Next Step	ADP-4.8 Make Product(s) Available

ADP-4.2.4 Create Publication



ADP-4.2.4.1 Establish Product Specification

Title	ADP-4.2.4.1 Establish Product Specification
Description	<ul style="list-style-type: none"> Determine the product specification that the publication should meet.
Notes	<ul style="list-style-type: none"> ICAO Annex 15 [2], ICAO Doc 10066 [7], ICAO Doc 8126 [3] and EUROCONTROL-GUID-0121 (EUROCONTROL Guidelines for Operating Procedures for AIS Dynamic Data (OPADD)) [14] contain SARPs and guidance for creating ICAO publications. Publications include AIP Amendments, AIP Supplements, AIC, NOTAM and tailored publications. Tailored publications should have a product specification which should be met when creating / amending the publication. Tools may be used wholly or partially to generate publications.
Role	The Coordinator
Next Step	ADP-4.2.4.2 Determine if the Publication will be Prepared In-house or Contracted

ADP-4.2.4.2 Determine if the Publication will be Prepared In-house or Contracted

Title	ADP-4.2.4.2 Determine if the Publication will be Prepared In-house or Contracted
Description	<ul style="list-style-type: none"> Determine if the publication will be prepared in-house or if the preparation will be contracted out to another organisation.
Notes	<ul style="list-style-type: none"> The availability of resources in-house may be a consideration in determining if the publication production should be contracted out.
Role	The Coordinator
Next Step	If the publication is to be prepared in-house, ADP-4.2.4.3 Draft Publication . If the preparation of the publication is to be contracted out, ADP-4.2.4.5 Procure Publication .

ADP-4.2.4.3 Draft Publication

Title	ADP-4.2.4.3 Draft Publication
Description	<ul style="list-style-type: none"> Draft the publication in accordance with the product specification.
Notes	<ul style="list-style-type: none"> Any translation required should be performed in accordance with the supporting process ADP-5 Translation (Supporting Process). ICAO Annex 15 [2], ICAO Doc 10066 [7], ICAO Doc 8126 [3] and EUROCONTROL-GUID-0121 (EUROCONTROL Guidelines for Operating Procedures for AIS Dynamic Data (OPADD)) [14] contain SARPs and guidance for creating ICAO publications.
Role	The Editor
Multiplicity	Multiple
Next Step	ADP-4.2.4.4 Review Publication

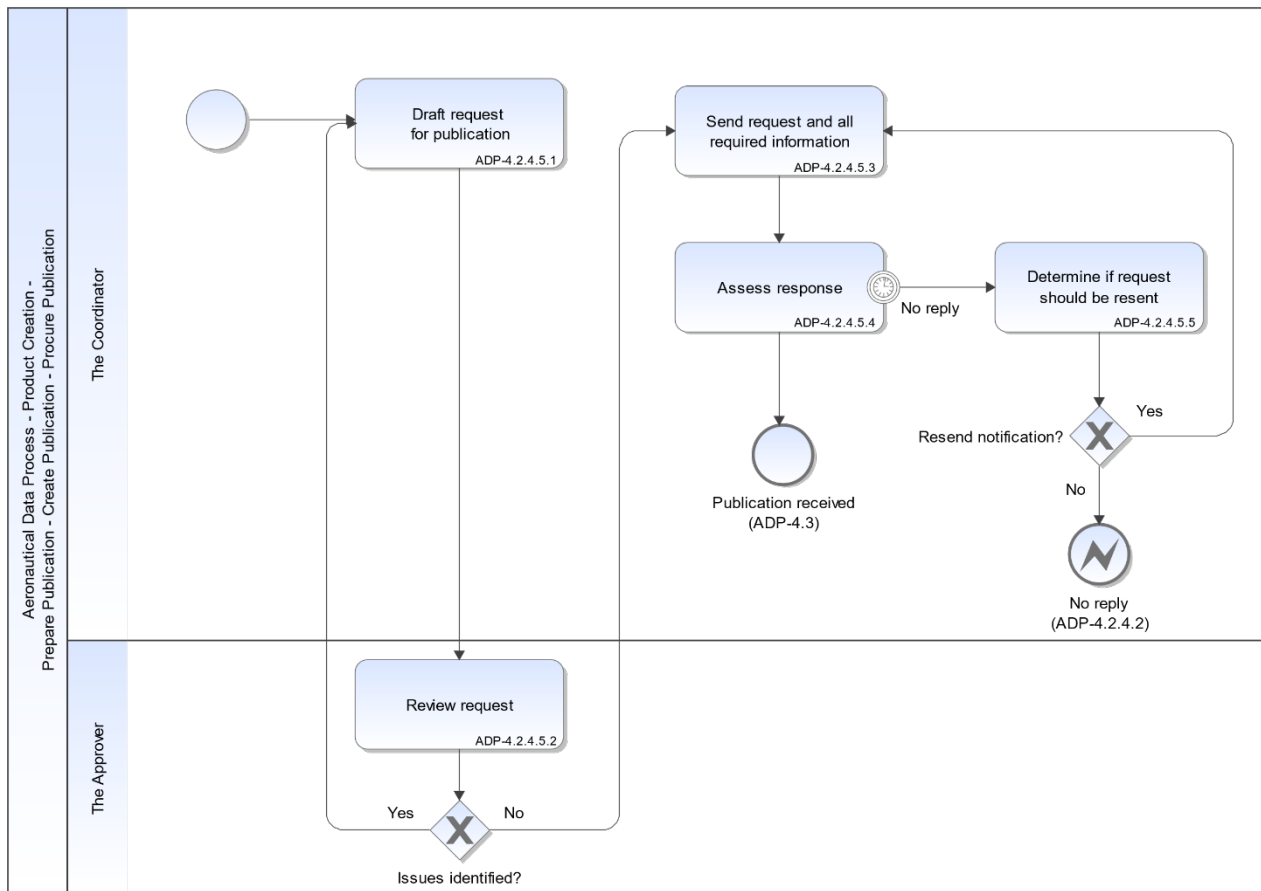
ADP-4.2.4.4 Review Publication

Title	ADP-4.2.4.4 Review Publication
Description	<ul style="list-style-type: none"> Review the publication to ensure that it meets the product specification.
Role	The Editor
Next Step	If issues are identified with the publication, ADP-4.2.4.3 Draft Publication . If no issues are identified with the publication, ADP-4.3 Review Publication .

ADP-4.2.4.5 Procure Publication

Title	ADP-4.2.4.5 Procure Publication
Description	<ul style="list-style-type: none">• Arrange for the publication to be procured from another organisation.
Notes	<ul style="list-style-type: none">• The procurement process should ensure that the contracted organisation is provided with all the relevant information relating to the Data Change Request and the product specification for the publication.
Role	The Coordinator
Next Step	If procurement is successful, ADP-4.3 Review Publication . If procurement is unsuccessful, ADP-4.2.4.2 Determine if the Publication will be Prepared In-house or Contracted .

ADP-4.2.4.5 Procure Publication



ADP-4.2.4.5.1 Draft Request for Publication

Title	ADP-4.2.4.5.1 Draft Request for Publication
Description	<ul style="list-style-type: none"> Draft the request for a publication, including: <ul style="list-style-type: none"> Details of the publication to be prepared, including the product specification; Reference to standards that should be met for the publication; The date by which the publication needs to be provided.
Role	The Coordinator
Next Step	ADP-4.2.4.5.2 Review Request

ADP-4.2.4.5.2 Review Request

Title	ADP-4.2.4.5.2 Review Request
Description	<ul style="list-style-type: none"> Review the request for a publication to ensure that it: <ul style="list-style-type: none"> Is clear and unambiguous; Includes the information needed for the preparation of the publication, including the product specification; Includes reference to the standards that need to be met; Includes the date by which the publication needs to be provided.
Role	The Approver
Next Step	<p>If no issues are identified with the request, ADP-4.2.4.5.3 Send Request and all Required Information.</p> <p>If issues are identified with the request, ADP-4.2.4.5.1 Draft Request for Publication.</p>

ADP-4.2.4.5.3 Send Request and all Required Information

Title	ADP-4.2.4.5.3 Send Request and all Required Information
Description	<ul style="list-style-type: none"> Send the request and all the associated information to the contracted organisation.
Role	The Coordinator
Next Step	ADP-4.2.4.5.4 Assess Response

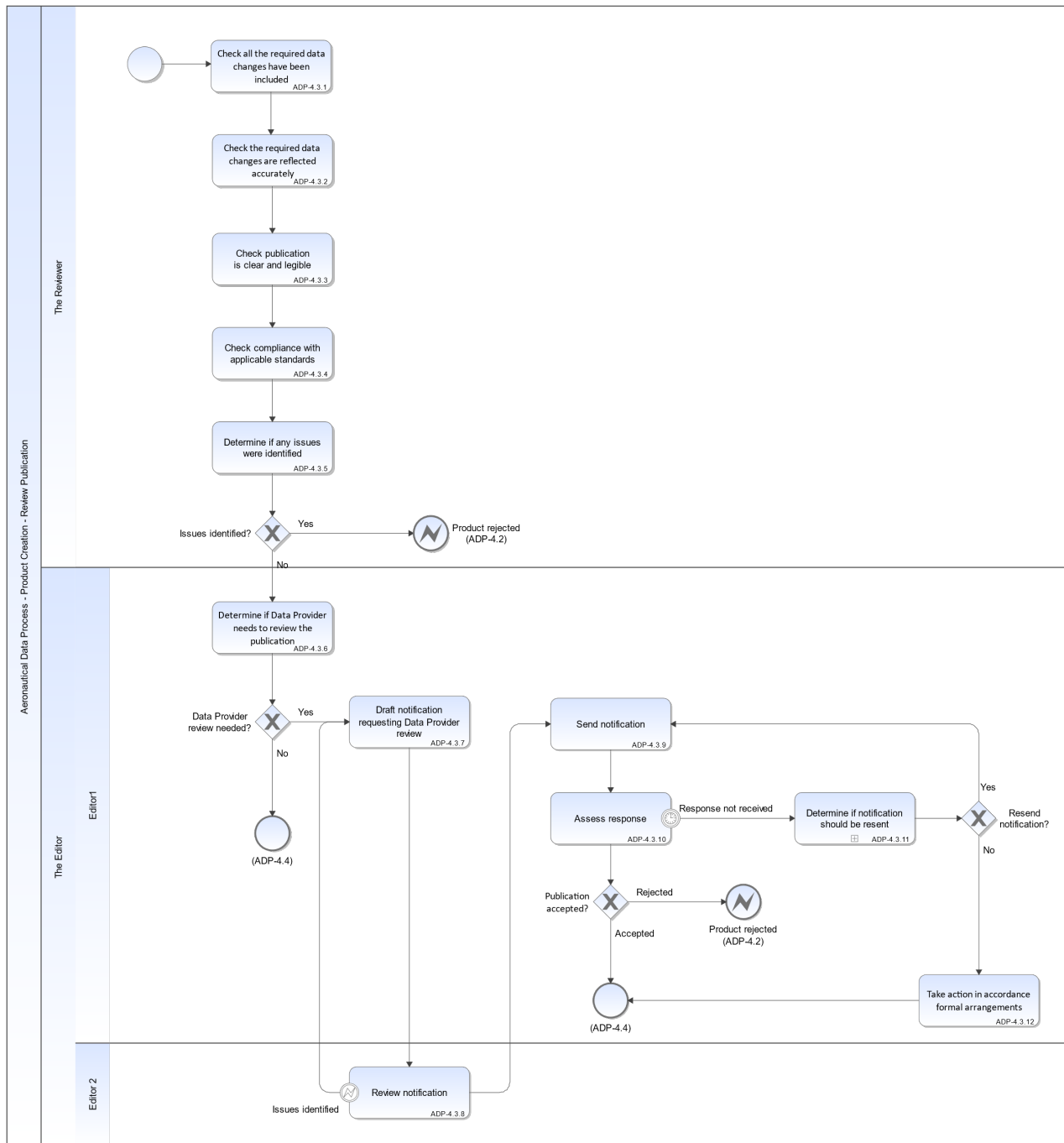
ADP-4.2.4.5.4 Assess Response

Title	ADP-4.2.4.5.4 Assess Response
Description	<ul style="list-style-type: none"> Assess the response received from the contracted organisation to determine if the publication has been provided.
Role	The Coordinator
Next Step	If a response has not been provided, ADP-4.2.4.5.5 Determine if Request Should be Resent . If the publication has been provided, ADP-4.3 Review Publication .

ADP-4.2.4.5.5 Determine if Request Should be Resent

Title	ADP-4.2.4.5.5 Determine if Request Should be Resent
Description	<ul style="list-style-type: none"> Determine if the request for a publication should be resent to the contracted organisation.
Role	The Coordinator
Next Step	If the notification should be resent, ADP-4.2.4.5.3 Send Request and all Required Information . If the notification should not be resent, ADP-4.2.4.2 Determine if the Publication will be Prepared In-house or Contracted .

ADP-4.3 Review Publication



ADP-4.3.1 Check All the Required Data Changes Have Been Included

Title	ADP-4.3.1 Check All the Required Data Changes Have Been Included
Description	<ul style="list-style-type: none"> Assess the publication to ensure that all the identified changes, and only the identified changes, have been made to the publication.
Notes	<ul style="list-style-type: none"> A review may be carried out on a part-publication. System reports may be used to support the review activity. Reference should be made to the original Data Change Request. In the case of a NOTAM, this review may take place after the issue of the NOTAM. System notifications may be used to inform the Reviewer that a review activity is required.
Role	The Reviewer
Next Step	ADP-4.3.2 Check the Required Data Changes are Reflected Accurately

ADP-4.3.2 Check the Required Data Changes are Reflected Accurately

Title	ADP-4.3.2 Check the Required Data Changes are Reflected Accurately
Description	<ul style="list-style-type: none"> Assess the changes made to the publication to ensure that they have been implemented accurately.
Role	The Reviewer
Next Step	ADP-4.3.3 Check Publication is Clear and Legible

ADP-4.3.3 Check Publication is Clear and Legible

Title	ADP-4.3.3 Check Publication is Clear and Legible
Description	<ul style="list-style-type: none"> Check the publication to ensure that it is clear and legible.
Role	The Reviewer
Next Step	ADP-4.3.4 Check Compliance with Applicable Standards

ADP-4.3.4 Check Compliance with Applicable Standards

Title	ADP-4.3.4 Check Compliance with Applicable Standards
Description	<ul style="list-style-type: none"> Check the publication to ensure that it is compliant with any applicable standards.
Role	The Reviewer
Next Step	ADP-4.3.5 Determine if Any Issues were Identified

ADP-4.3.5 Determine if Any Issues were Identified

Title	ADP-4.3.5 Determine if Any Issues were Identified
Description	<ul style="list-style-type: none"> Determine if the assessment carried out has identified any issues with the publication. If issues are detected, the publication is rejected.
Role	The Reviewer
Next Step	<p>If issues are detected, ADP-4.2 Prepare Publication.</p> <p>If issues were not detected, ADP-4.3.6 Determine if Data Provider Needs to Review the Publication.</p>

ADP-4.3.6 Determine if Data Provider Needs to Review the Publication

Title	ADP-4.3.6 Determine if Data Provider Needs to Review the Publication
Description	<ul style="list-style-type: none"> Determine if the Data Provider should review the publication.
Role	Editor 1
Next Step	<p>If the Data Provider is not required to review the publication, ADP-4.4 Approve Product.</p> <p>If the Data Provider is required to review the publication ADP-4.3.7 Draft Notification Requesting Data Provider Review.</p>

ADP-4.3.7 Draft Notification Requesting Data Provider Review

Title	ADP-4.3.7 Draft Notification Requesting Data Provider Review
Description	<ul style="list-style-type: none"> Draft a notification to be sent to the Data Provider requesting the review of the publication: <ul style="list-style-type: none"> The notification shall make reference to the applicable Data Change Request and include the publication. The notification shall include the date by which a response is required, taking into consideration the planned distribution date.
Notes	<ul style="list-style-type: none"> Data Provider Tools interfacing to the workflow of the AIS or interfacing to the centralised datastore may fully or partially support the Data Provider notification process. The notification may include details of the action that may be taken if no response is received, including any liabilities for the data. Reference may be made to any formal arrangements in place.
Role	Editor 1
Next Step	ADP-4.3.8 Review Notification

ADP-4.3.8 Review Notification

Title	ADP-4.3.8 Review Notification
Description	<ul style="list-style-type: none"> Review the draft notification to ensure that the correct Data Change Request and publication are referred to or included, and that the date provided supports the planned distribution date.
Notes	<ul style="list-style-type: none"> The review of the notification should be undertaken by a different Editor to that which drafted the notification.
Role	Editor 2
Next Step	<p>If there are issues identified with the notification, ADP-4.3.7 Draft Notification Requesting Data Provider Review.</p> <p>If there are no issues identified with the notification, ADP-4.3.9 Send Notification.</p>

ADP-4.3.9 Send Notification

Title	ADP-4.3.9 Send Notification
Description	<ul style="list-style-type: none"> Send the notification to the Data Provider.
Notes	<ul style="list-style-type: none"> Data Provider Tools interfacing to the workflow of the AIS or interfacing to the centralised datastore may fully support the sending of notifications to the Data Provider.
Role	Editor 1
Next Step	ADP-4.3.10 Assess Response

ADP-4.3.10 Assess Response

Title	ADP-4.3.10 Assess Response
Description	<ul style="list-style-type: none"> Assess the response received from the Data Provider to determine if the publication has been accepted.
Notes	<ul style="list-style-type: none"> Data Provider Tools interfacing to the workflow of the AIS or interfacing to the centralised datastore may automate the acceptance / rejection of the publication.
Role	Editor 1
Next Step	<p>If the publication is rejected, ADP-4.2 Prepare Publication.</p> <p>If the Data Provider has accepted the publication, ADP-4.4 Approve Product.</p> <p>In the case that a response has not been received by the date provided in the notification, ADP-4.3.11 Determine if Notification Should be Resent.</p>

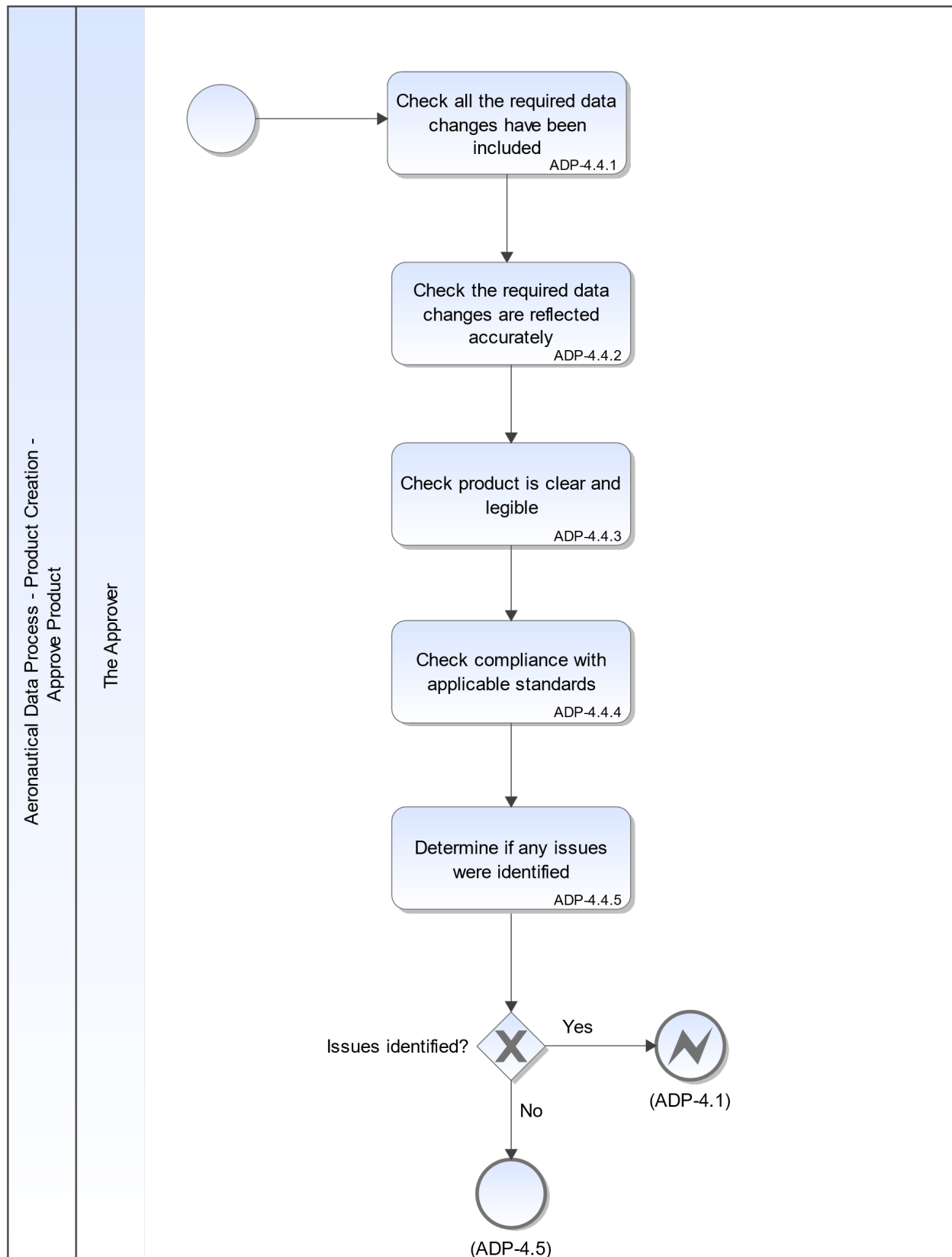
ADP-4.3.11 Determine if Notification Should be Resent

Title	ADP-4.3.11 Determine if Notification Should be Resent
Description	<ul style="list-style-type: none"> Determine if the notification should be resent to the Data Provider as a response has not been received. The notification should include an updated date by which a response is required, taking into consideration the planned distribution date.
Notes	<ul style="list-style-type: none"> Reference shall be made to any formal arrangements in place and the notification that was issued to the Data Provider.
Role	Editor 1
Next Step	<p>If the notification is to be resent, ADP-4.3.9 Send Notification.</p> <p>If the notification is not to be resent, ADP-4.3.12 Take Action in Accordance with Formal Arrangements.</p>

ADP-4.3.12 Take Action in Accordance with Formal Arrangements

Title	ADP-4.3.12 Take Action in Accordance with Formal Arrangements
Description	<ul style="list-style-type: none"> Take action in accordance with the formal arrangements.
Notes	<ul style="list-style-type: none"> Reference shall be made to any formal arrangements in place. The notification that was issued to the Data Provider may detail the actions to be taken in the case of a non-response.
Role	Editor 1
Next Step	ADP-4.4 Approve Product

ADP-4.4 Approve Product



ADP-4.4.1 Check All the Required Data Changes Have Been Included

Title	ADP-4.4.1 Check All the Required Data Changes Have Been Included
Description	<ul style="list-style-type: none"> Assess the product to ensure that all the identified changes, and only the identified changes, have been made to the product.
Notes	<ul style="list-style-type: none"> An approval may be carried out on a part-product. System reports may be used to support the approval activity. Reference should be made to the original Data Change Request. System notifications may be used to inform the Approver that an approval activity is required.
Role	The Approver
Next Step	ADP-4.4.2 Check the Required Data Changes are Reflected Accurately

ADP-4.4.2 Check the Required Data Changes are Reflected Accurately

Title	ADP-4.4.2 Check the Required Data Changes are Reflected Accurately
Description	<ul style="list-style-type: none"> Assess the changes made to the product to ensure that they have been implemented accurately.
Role	The Approver
Next Step	ADP-4.4.3 Check Product is Clear and Legible

ADP-4.4.3 Check Product is Clear and Legible

Title	ADP-4.4.3 Check Product is Clear and Legible
Description	<ul style="list-style-type: none"> Assess the product to ensure it is clear and legible.
Role	The Approver
Next Step	ADP-4.4.4 Check Compliance with Applicable Standards

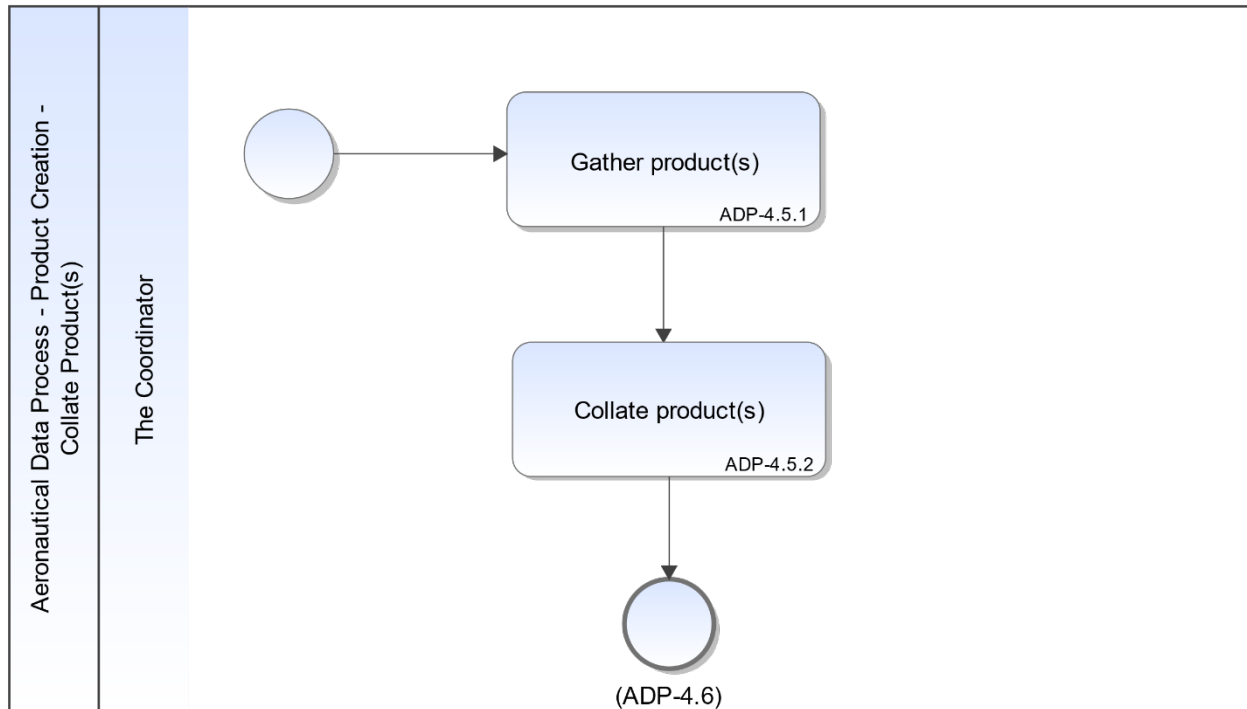
ADP-4.4.4 Check Compliance with Applicable Standards

Title	ADP-4.4.4 Check Compliance with Applicable Standards
Description	<ul style="list-style-type: none"> Assess the product to ensure that it is compliant with any applicable standards.
Role	The Approver
Next Step	ADP-4.4.5 Determine if Any Issues Were Identified

ADP-4.4.5 Determine if Any Issues Were Identified

Title	ADP-4.4.5 Determine if Any Issues Were Identified
Description	<ul style="list-style-type: none"> Determine if the approval has identified any errors with the product.
Role	The Approver
Next Step	If issues are detected, ADP-4.1 Assess Product Requirements Based on Data Change . If the product is approved, ADP-4.5 Collate Product(s) .

ADP-4.5 Collate Product(s)



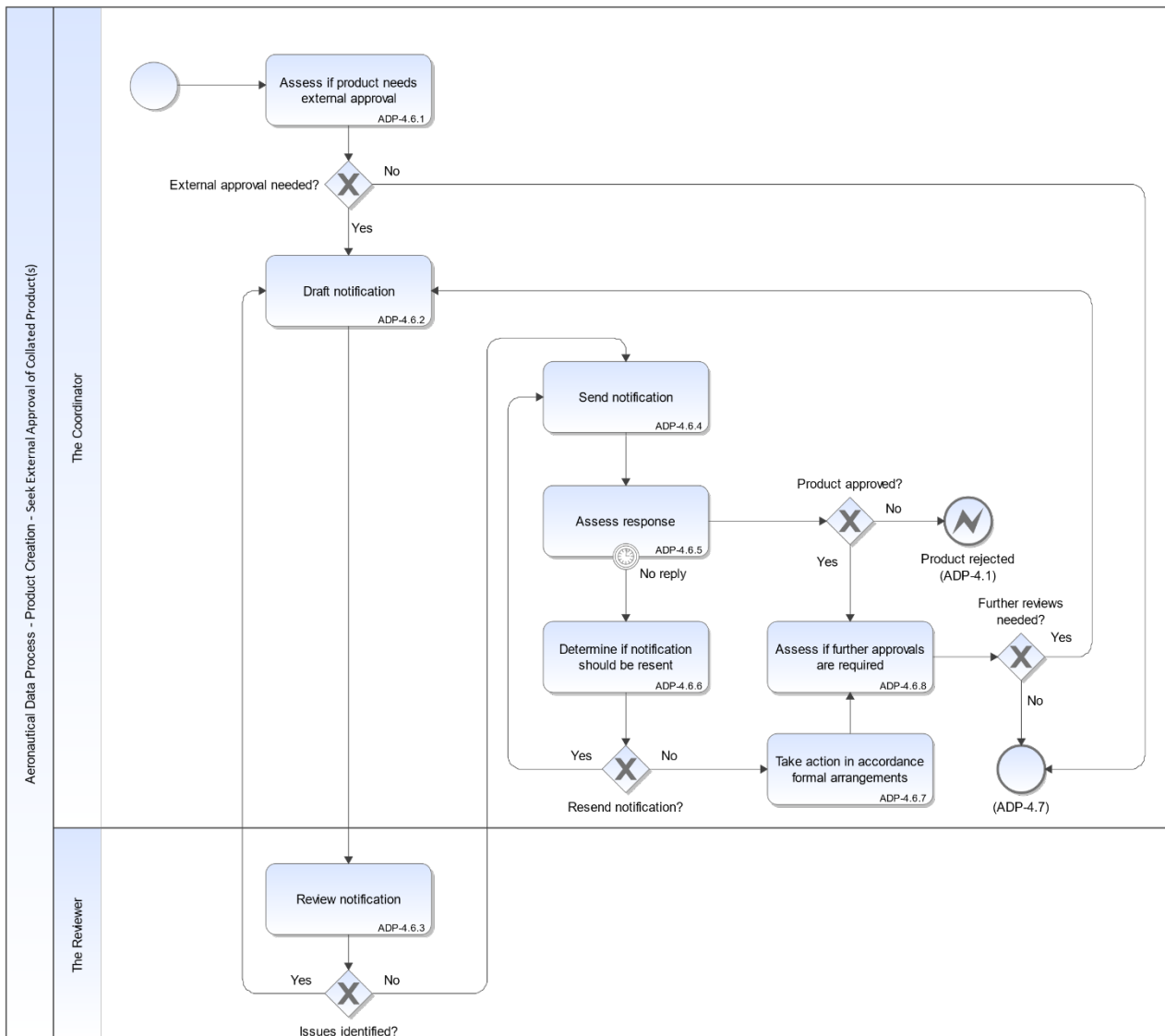
ADP-4.5.1 Gather Product(s)

Title	ADP-4.5.1 Gather Product(s)
Description	<ul style="list-style-type: none"> Gather the products that need to be collated.
Notes	<ul style="list-style-type: none"> Collation may be carried out at two levels: <ul style="list-style-type: none"> Parts which are combined to form a product, for example, pages of AIP Amendment, and; Products that are combined for a single delivery for example, charts and an AIP Amendment. System reports may be used to support the collation activity. System notifications may be used to inform the Coordinator that a collation activity is required.
Role	The Coordinator
Next Step	ADP-4.5.2 Collate Product(s)

ADP-4.5.2 Collate Product(s)

Title	ADP-4.5.2 Collate Product(s)
Description	<ul style="list-style-type: none"> Collate the products, ensuring that the correct products have been collated and all the applicable products have been collated.
Role	The Coordinator
Next Step	ADP-4.6 Seek External Approval of Collated Product(s)

ADP-4.6 Seek External Approval of Collated Product(s)



ADP-4.6.1 Assess if Product Needs External Approval

Title	ADP-4.6.1 Assess if Product Needs External Approval
Description	<ul style="list-style-type: none"> Determine if an external party should approve the product.
Notes	<ul style="list-style-type: none"> Other parties may include the Data Provider and/or a State Designated Authority.
Role	The Coordinator
Next Step	If an external approval is not required, ADP-4.7 Perform Synchronisation Activities . If external approval is needed, ADP-4.6.2 Draft Notification .

ADP-4.6.2 Draft Notification

Title	ADP-4.6.2 Draft Notification
Description	<ul style="list-style-type: none"> Draft a notification requesting the approval of the product. The notification shall make reference to the applicable Data Change Request and include the product. The notification shall include the date by which a response is required, taking into consideration the planned distribution date.
Notes	<ul style="list-style-type: none"> Tools interfacing to the workflow of the AIS or interfacing to the centralised datastore may fully or partially support the external party notification process. The notification may include details of the action that may be taken if no response is received, including any liabilities for the data. Reference may be made to any formal arrangements in place.
Role	The Coordinator
Next Step	ADP-4.6.3 Review Notification

ADP-4.6.3 Review Notification

Title	ADP-4.6.3 Review Notification
Description	<ul style="list-style-type: none"> Review the draft notification to ensure that the correct Data Change Request and product are referred to or included, and that the date provided supports the planned distribution date.
Role	The Reviewer
Next Step	If there are issues identified with the notification, ADP-4.6.2 Draft Notification . If there are no issues identified with the notification, ADP-4.6.4 Send Notification .

ADP-4.6.4 Send Notification

Title	ADP-4.6.4 Send Notification
Description	<ul style="list-style-type: none"> Send the notification to the external party.
Notes	<ul style="list-style-type: none"> Tools interfacing to the workflow of the AIS or interfacing to the centralised datastore may fully support the sending of notifications to the external party.
Role	The Coordinator
Next Step	ADP-4.6.5 Assess Response

ADP-4.6.5 Assess Response

Title	ADP-4.6.5 Assess Response
Description	<ul style="list-style-type: none"> Assess the response received to determine if the product has been approved. If issues have been detected with the product, the product is rejected.
Notes	<ul style="list-style-type: none"> Tools interfacing to the workflow of the AIS or interfacing to the centralised datastore may automate the acceptance / rejection of the publication.
Role	The Coordinator
Next Step	If the product is rejected, ADP-4.1 Assess Product Requirements Based on Data Change . If the product has been approved, ADP-4.6.8 Assess if Further Approvals are Required . In the case that a response has not been received by the date provided in the notification, ADP-4.6.6 Determine if Notification Should be Resent .

ADP-4.6.6 Determine if Notification Should be Resent

Title	ADP-4.6.6 Determine if Notification Should be Resent
Description	<ul style="list-style-type: none"> Determine if the notification should be resent. The notification should include an updated date by which a response is required, taking into consideration the planned distribution date.
Notes	<ul style="list-style-type: none"> Tools interfacing to the workflow of the AIS or interfacing to the centralised datastore may fully or partially support the external party notification process. The notification may include details of the action that may be taken if no response is received, including any liabilities for the data. Reference may be made to any formal arrangements in place.
Role	The Coordinator
Next Step	<p>If the notification is to be resent, ADP-4.6.4 Send Notification.</p> <p>If the notification is not to be resent, ADP-4.6.7 Take Action in Accordance with Formal Arrangements.</p>

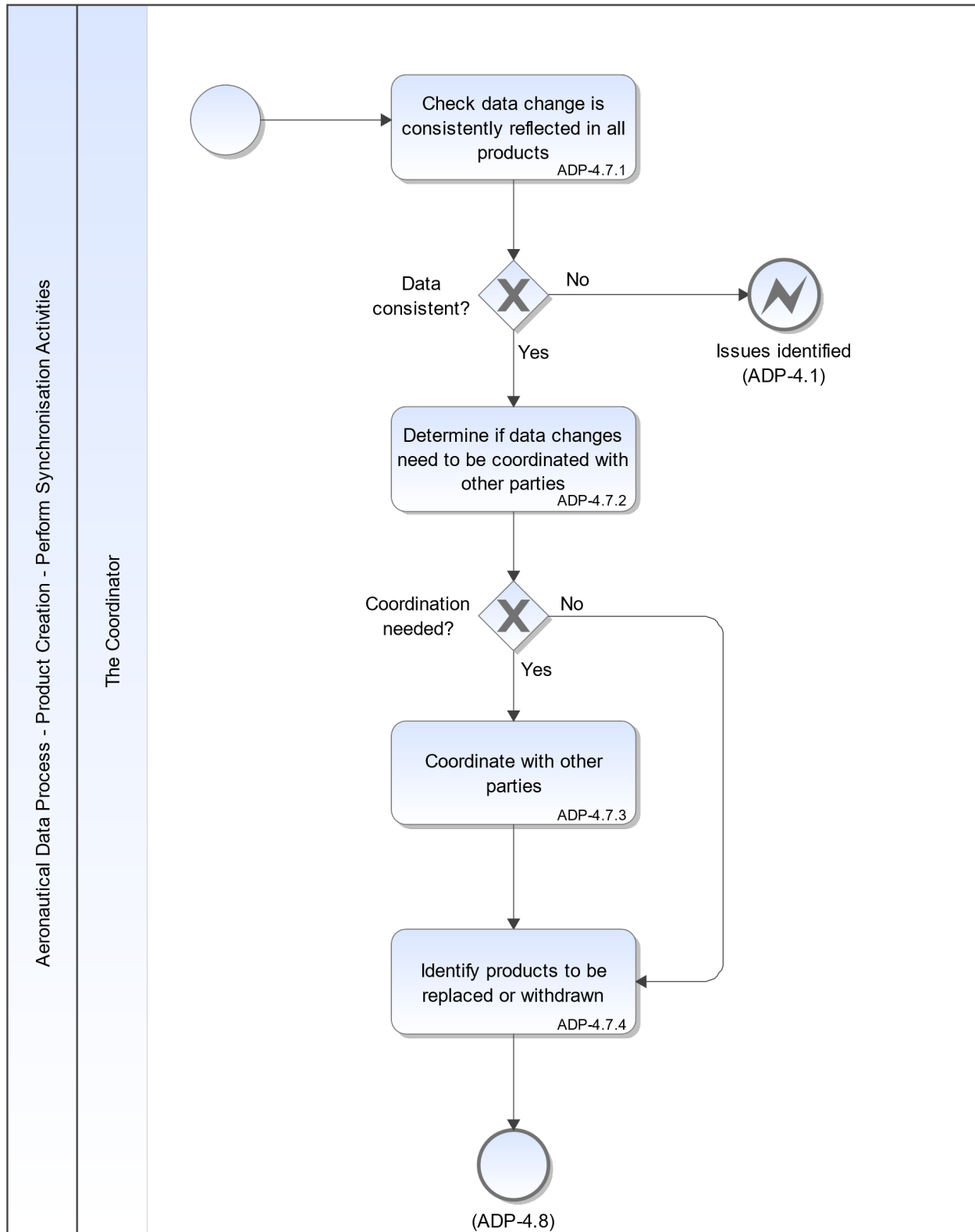
ADP-4.6.7 Take Action in Accordance with Formal Arrangements

Title	ADP-4.6.7 Take Action in Accordance with Formal Arrangements
Description	<ul style="list-style-type: none"> Take action in accordance with the formal arrangements.
Notes	<ul style="list-style-type: none"> Reference shall be made to any formal arrangements in place. The notification that was issued to the external party may detail the actions to be taken in the case of a non-response.
Role	The Coordinator
Next Step	ADP-4.6.8 Assess if Further Approvals are Required

ADP-4.6.8 Assess if Further Approvals are Required

Title	ADP-4.6.8 Assess if Further Approvals are Required
Description	<ul style="list-style-type: none"> Determine if any other parties need to approve the product.
Role	The Coordinator
Next Step	<p>If no other parties need to approve the product, ADP-4.7 Perform Synchronisation Activities.</p> <p>If other parties need to approve the product, ADP-4.6.2 Draft Notification.</p>

ADP-4.7 Perform Synchronisation Activities



ADP-4.7.1 Check Data Change is Consistently Reflected in All Products

Title	ADP-4.7.1 Check Data Change is Consistently Reflected in All Products
Description	<ul style="list-style-type: none"> Perform checks, as follows: <ul style="list-style-type: none"> To ensure that the data change is reflected in all affected products, for example, AIP Amendments and data set(s). To check cross-references from a product to other products, including cross-border products. To check data made available in different formats for consistency.
Notes	<ul style="list-style-type: none"> System reports and tools may be used to support this consistency check. A list of data items that need to be coordinated may support this activity. Tools are recommended for the consistency checking of data sets.
Role	The Coordinator
Next Step	If the data is not consistent, ADP-4.1 Assess Product Requirements Based on Data Change . If the data is consistent, ADP-4.7.2 Determine if Data Changes Need to be Coordinated with Other Parties .

ADP-4.7.2 Determine if Data Changes Need to be Coordinated with Other Parties

Title	ADP-4.7.2 Determine if Data Changes Need to be Coordinated with Other Parties
Description	<ul style="list-style-type: none"> Determine if the data changes need to be coordinated with other parties before the updated products are made available.
Notes	<ul style="list-style-type: none"> Reference to formal arrangements may be required. This may include other States, the Military, etc.
Role	The Coordinator
Next Step	If coordination is needed, ADP-4.7.3 Coordinate with Other Parties . If no coordination is needed, ADP-4.7.4 Identify Products to be Replaced or Withdrawn .

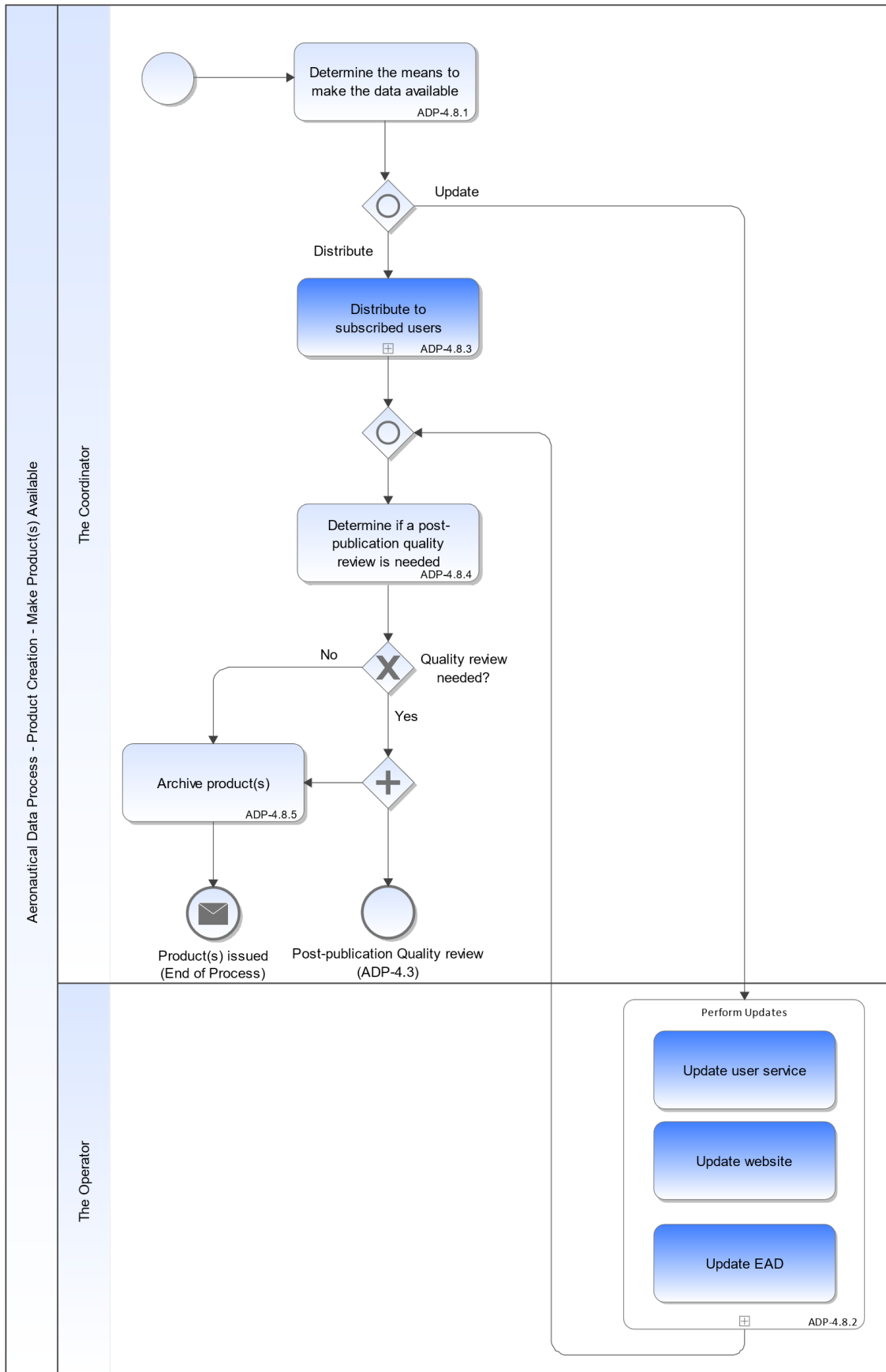
ADP-4.7.3 Coordinate with Other Parties

Title	ADP-4.7.3 Coordinate with Other Parties
Description	<ul style="list-style-type: none"> Coordinate the data changes with the parties identified.
Notes	<ul style="list-style-type: none"> This may include checking the consistency of the products produced by other States. This may include technical coordination.
Role	The Coordinator
Next Step	ADP-4.7.4 Identify Products to be Replaced or Withdrawn

ADP-4.7.4 Identify Products to be Replaced or Withdrawn

Title	ADP-4.7.4 Identify Products to be Replaced or Withdrawn
Description	<ul style="list-style-type: none"> Determine if the data changes result in the need to withdraw or replace any other products.
Role	The Coordinator
Next Step	ADP-4.8 Make Product(s) Available

ADP-4.8 Make Product(s) Available



ADP-4.8.1 Determine the Means to Make the Data Available

Title	ADP-4.8.1 Determine the Means to Make the Data Available
Description	<ul style="list-style-type: none"> Determine the mean(s) to be used to make the data available to users.
Notes	<ul style="list-style-type: none"> In some cases, if a product has already been issued and has since undergone a post-publication quality check during which no issues were identified, there will be no need to make the product available again. This may include the replacement or withdrawal of a product. The means used may include: <ul style="list-style-type: none"> Website; User services, including user-defined query services; Regional databases, such as the EAD; Physical distribution means; Electronic distribution means: push and/or pull.
Role	The Coordinator
Next Step	<p>Depending on the means of making the data available, one or more of the following, in parallel:</p> <ul style="list-style-type: none"> ADP-4.8.2 Perform Updates; ADP-4.8.3 Distribute to Subscribed Users.

ADP-4.8.2 Perform Updates

Title	ADP-4.8.2 Perform Updates
Description	<ul style="list-style-type: none"> Update the means used to make the products available with the products to be issued.
Notes	<ul style="list-style-type: none"> Updates may include the replacement or withdrawal of a product. The means used may include user services, websites and regional databases.
Role	The Operator
Next Step	ADP-4.8.4 Determine if a Post-Publication Quality Check is Needed

ADP-4.8.3 Distribute to Subscribed Users

Title	ADP-4.8.3 Distribute to Subscribed Users
Description	<ul style="list-style-type: none"> Distribute updated products to subscribed users.
Notes	<ul style="list-style-type: none"> Distribution may be by physical means or electronic means. Subscribed users should be managed to allow their easy identification and ensure that updated products are distributed to them. User management should be part of a Quality Management System. States may implement mechanisms to confirm the receipt of products by users.
Role	The Coordinator
Next Step	ADP-4.8.4 Determine if a Post-Publication Quality Check is Needed

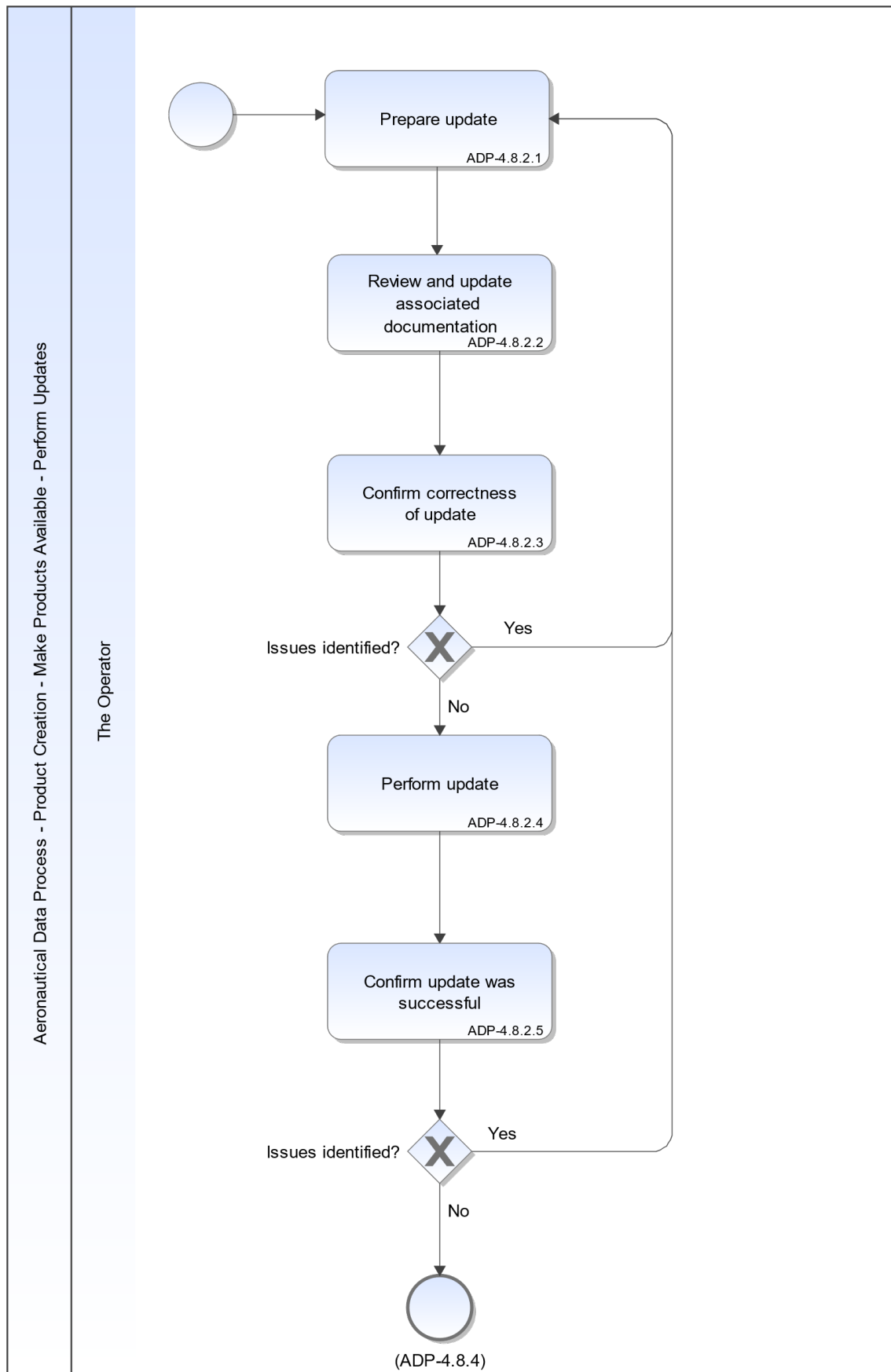
ADP-4.8.4 Determine if a Post-Publication Quality Check is Needed

Title	ADP-4.8.4 Determine if a Post-Publication Quality Check is Needed
Description	<ul style="list-style-type: none">Determine if the product issued was a NOTAM that had to be issued before a quality check was possible.
Notes	<ul style="list-style-type: none">The NOTAM requiring a post-publication quality check may be urgent or non-urgent.
Role	The Coordinator
Next Step	If a post-publication quality check is required, ADP-4.3 Review Publication and, in parallel, ADP-4.8.5 Archive Products . If a post-publication quality check is not required, ADP-4.8.5 Archive Products .

ADP-4.8.5 Archive Products

Title	ADP-4.8.5 Archive Products
Description	<ul style="list-style-type: none">Archive the products made available to users.
Notes	<ul style="list-style-type: none">Products should be subject to configuration control in accordance with the Quality Management System.The archive should allow the identification of the platforms used to disseminate the products.Backups of internet versions are required for legal recording purposes.
Role	The Coordinator
Next Step	End of process

ADP-4.8.2 Perform Updates



ADP-4.8.2.1 Prepare Update

Title	ADP-4.8.2.1 Prepare Update
Description	<ul style="list-style-type: none"> • Prepare the update to the means used to make the products available.
Notes	<ul style="list-style-type: none"> • The means used to make products available may include: <ul style="list-style-type: none"> ○ Website; ○ User services, including user-defined query services; ○ Regional databases, such as the EAD. ○ Updates should be prepared in accordance with any agreements in place for use of regional services / databases. ○ Reference should be made to EUROCONTROL-GUID-165 (EUROCONTROL Guidelines for Aeronautical Information Publication (AIP) Distribution on the Internet) [17]. ○ Updates may include the replacement or withdrawal of a product.
Role	The Operator
Next Step	ADP-4.8.2.2 Review and Update Associated Documentation

ADP-4.8.2.2 Review and Update Associated Documentation

Title	ADP-4.8.2.2 Review and Update Associated Documentation
Description	<ul style="list-style-type: none"> • Review and update any documentation provided with the products, including: <ul style="list-style-type: none"> ○ User service documentation; ○ Website documentation; ○ Licence agreements.
Role	The Operator
Next Step	ADP-4.8.2.3 Confirm Correctness of Update

ADP-4.8.2.3 Confirm Correctness of Update

Title	ADP-4.8.2.3 Confirm Correctness of Update
Description	<ul style="list-style-type: none"> • Confirm the correctness of the update prepared, including the associated documentation.
Notes	<ul style="list-style-type: none"> • Where a viewer is provided for users, a check that this is operating as expected with the data should be made before the data is made available to users. • User datastores should be validated.
Role	The Operator
Next Step	<p>If there are issues found with the update, ADP-4.8.2.1 Prepare Update.</p> <p>If no issues are found, ADP-4.8.2.4 Perform Update.</p>

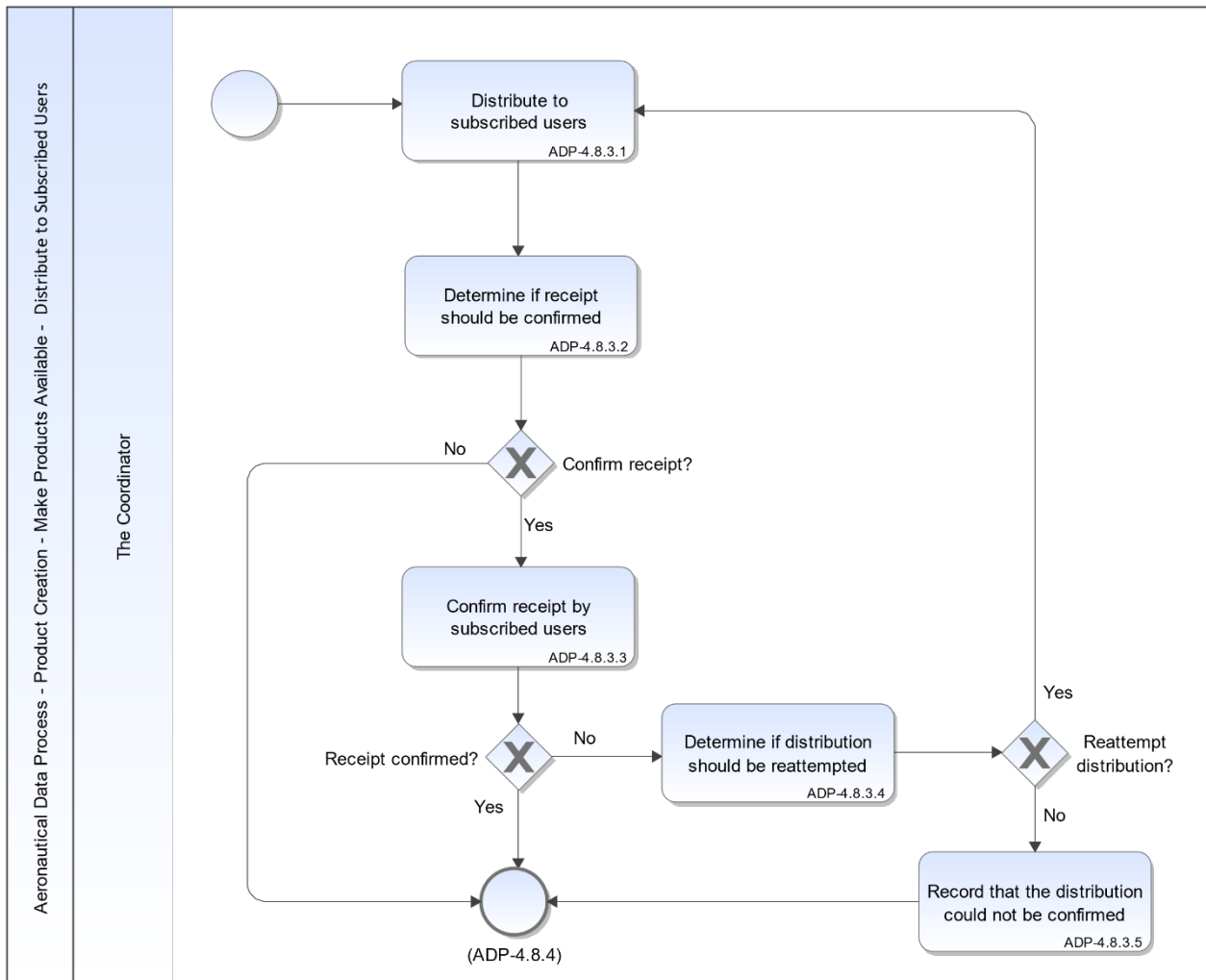
ADP-4.8.2.4 Perform Update

Title	ADP-4.8.2.4 Perform Update
Description	<ul style="list-style-type: none"> • Update the means used to make the products available.
Notes	<ul style="list-style-type: none"> • Updates should be performed in accordance with any agreements in place for use of regional services / databases.
Role	The Operator
Next Step	ADP-4.8.2.5 Confirm Update was Successful

ADP-4.8.2.5 Confirm Update was Successful

Title	ADP-4.8.2.5 Confirm Update was Successful
Description	<ul style="list-style-type: none">• Confirm the update was successful and the new products are accessible to users or user queries of the data extract the newly uploaded data.
Notes	<ul style="list-style-type: none">• Where a viewer is provided for users, a check that this is operating as expected with the data should be made.• A check should be carried out to ensure that the updated documentation is successfully made available to users.
Role	The Operator
Next Step	If there are issues found with the update, ADP-4.8.2.1 Prepare Update . If no issues are found, ADP-4.8.4 Determine if a Post-Publication Quality Check is Needed .

ADP-4.8.3 Distribute to Subscribed Users



ADP-4.8.3.1 Distribute to Subscribed Users

Title	ADP-4.8.3.1 Distribute to Subscribed Users
Description	<ul style="list-style-type: none"> Distribute updated products to subscribed users.
Notes	<ul style="list-style-type: none"> Distribution may be by physical means or electronic means. Subscribed users should be managed to allow their easy identification and ensure that updated products are distributed to them. User management should be part of a Quality Management System. States may implement mechanisms to confirm the receipt of products by users.
Role	The Coordinator
Next Step	ADP-4.8.3.2 Determine if Receipt Should be Confirmed

ADP-4.8.3.2 Determine if Receipt Should be Confirmed

Title	ADP-4.8.3.2 Determine if Receipt Should be Confirmed
Description	<ul style="list-style-type: none"> Determine whether confirmation of product receipt is required from users.
Notes	<ul style="list-style-type: none"> States may implement mechanisms to confirm the receipt of products by users.
Role	The Coordinator
Next Step	<p>If receipt should be confirmed, ADP-4.8.3.3 Confirm Receipt by Subscribed Users.</p> <p>If receipt should not be confirmed, ADP-4.8.4 Determine if a Post-Publication Quality Check is Needed.</p>

ADP-4.8.3.3 Confirm Receipt by Subscribed Users

Title	ADP-4.8.3.3 Confirm Receipt by Subscribed Users
Description	<ul style="list-style-type: none"> Monitor receipt confirmations from users to confirm that the product(s) has been successfully delivered.
Role	The Coordinator
Next Step	<p>If the products have been received successfully, ADP-4.8.4 Determine if a Post-Publication Quality Check is Needed.</p> <p>If it is determined that there has been an issue with the delivery of products, ADP-4.8.3.4 Determine if Distribution Should be Reattempted.</p>

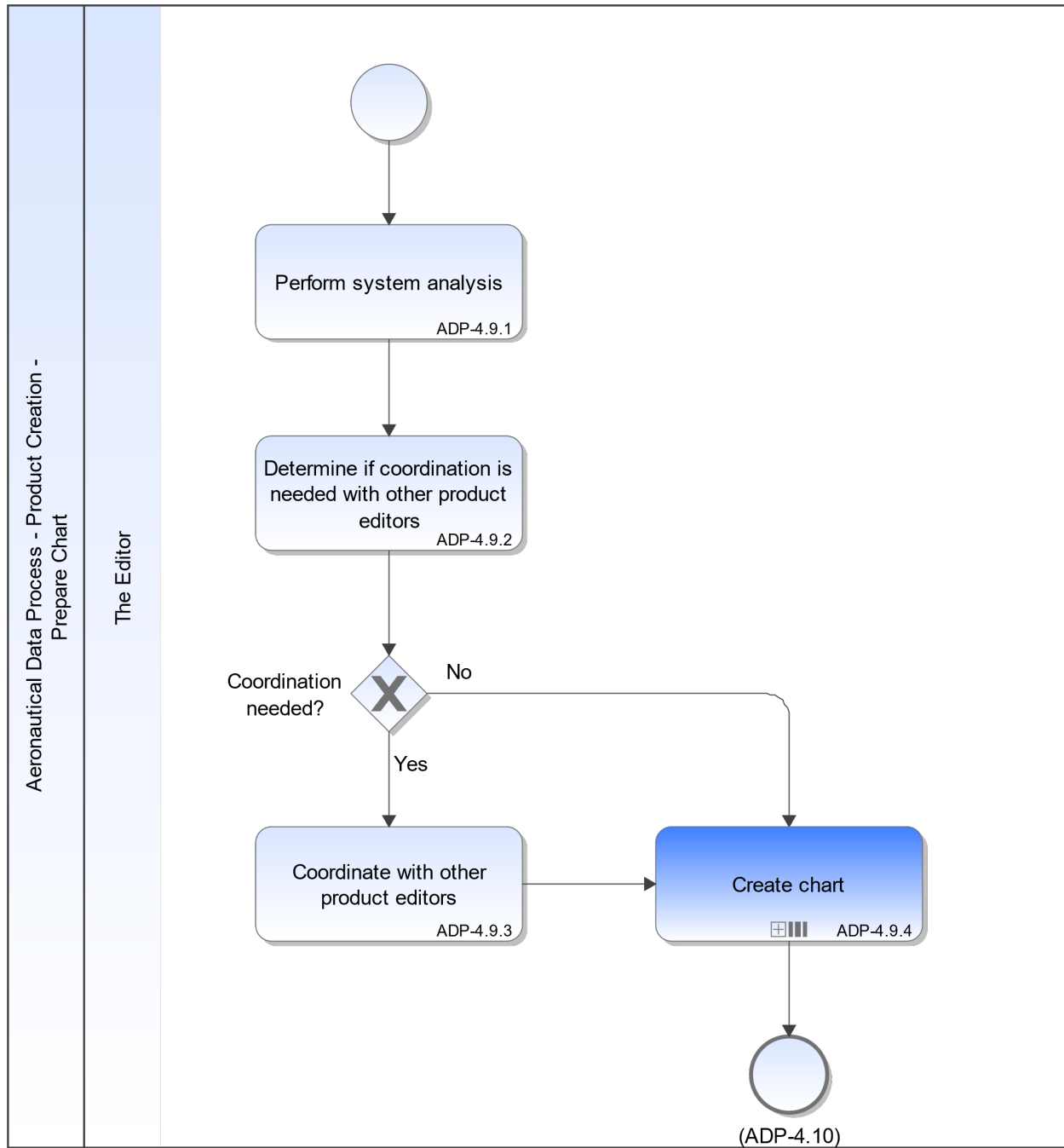
ADP-4.8.3.4 Determine if Distribution Should be Reattempted

Title	ADP-4.8.3.4 Determine if Distribution Should be Reattempted
Description	<ul style="list-style-type: none"> Determine if the products should be redistributed to users.
Role	The Coordinator
Next Step	<p>If distribution should be reattempted, ADP-4.8.3.1 Distribute to Subscribed Users.</p> <p>If distribution should not be reattempted, ADP-4.8.3.5 Record that the Distribution Could not be Confirmed.</p>

ADP-4.8.3.5 Record that the Distribution Could not be Confirmed

Title	ADP-4.8.3.5 Record that the Distribution Could not be Confirmed
Description	<ul style="list-style-type: none"> Record that the distribution to user(s) could not be confirmed.
Role	The Coordinator
Next Step	ADP-4.8.4 Determine if a Post-Publication Quality Check is Needed

ADP-4.9 Prepare Chart



ADP-4.9.1 Perform System Analysis

Title	ADP-4.9.1 Perform System Analysis
Description	<ul style="list-style-type: none"> Perform system analysis of the data stored in the datastore to ensure that the data is complete and in accordance with its data quality requirements.
Notes	<ul style="list-style-type: none"> System reports should be generated to aid the identification of any issues with the data. System reports should be saved.
Role	The Editor
Next Step	ADP-4.9.2 Determine if Coordination is Needed with Other Product Editors

ADP-4.9.2 Determine if Coordination is Needed with Other Product Editors

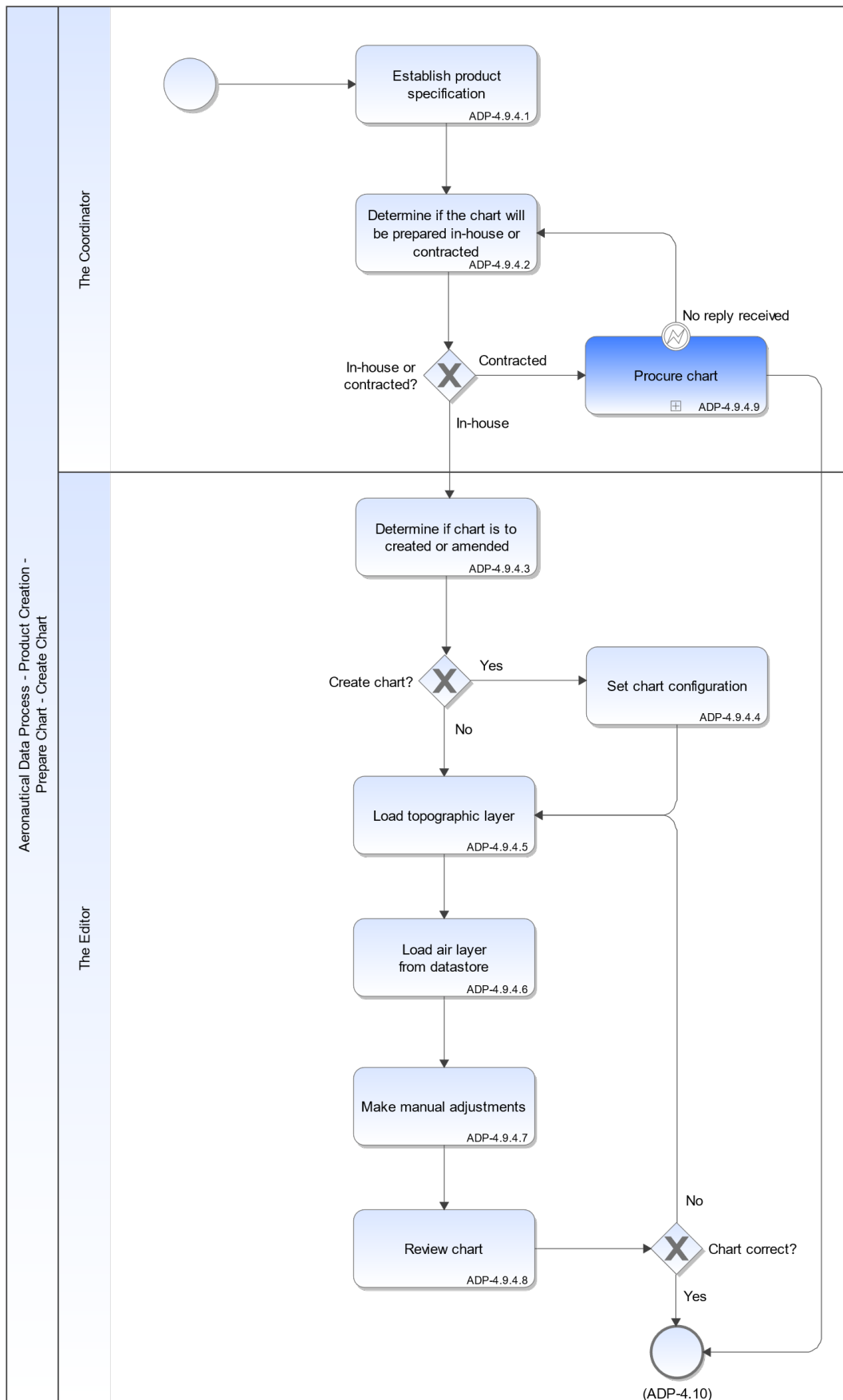
Title	ADP-4.9.2 Determine if Coordination is Needed with Other Product Editors
Description	<ul style="list-style-type: none"> Determine if coordination with other product editors is required as a result of the range of products impacted by the Data Change Request.
Notes	<ul style="list-style-type: none"> Coordination may involve agreeing timescales and how the products will be collated. System reports may support product editors in identifying the affected products. All products should be prepared using data from a centralised datastore to ensure consistency.
Role	The Editor
Next Step	If coordination is required, ADP-4.9.3 Coordinate with Other Product Editors . If coordination is not required, ADP-4.9.4 Create Chart .

ADP-4.9.3 Coordinate with Other Product Editors

Title	ADP-4.9.3 Coordinate with Other Product Editors
Description	<ul style="list-style-type: none"> Contact other product editors to discuss details of the timescales required for the update of the products, and how these will be collated and checked for consistency.
Notes	<ul style="list-style-type: none"> Responsibilities for consistency checking should be agreed. Tools may be used to support consistency checking of products.
Role	The Editor
Next Step	ADP-4.9.4 Create Chart

ADP-4.9.4 Create Chart

Title	ADP-4.9.4 Create Chart
Description	<ul style="list-style-type: none"> Prepare the chart in accordance with the product specification and applicable standards and guidance.
Notes	<ul style="list-style-type: none"> Tools may be used to support the generation of the chart. ICAO Annex 4 [1] and ICAO Doc 8697 [4] contain SARPs and guidance for creating ICAO charts. Tailored charts should have a product specification which should be met when creating / amending the chart.
Role	See next level of processes.
Multiplicity	Multiple
Next Step	ADP-4.10 Review Chart

ADP-4.9.4 Create Chart

ADP-4.9.4.1 Establish Product Specification

Title	ADP-4.9.4.1 Establish Product Specification
Description	<ul style="list-style-type: none"> Determine the product specification that the chart should meet.
Notes	<ul style="list-style-type: none"> Tools may be used to support the generation of the chart. ICAO Annex 4 [1] and ICAO Doc 8697 [4] contain SARPs and guidance for creating ICAO charts. Tailored charts should have a product specification which should be met when creating / amending the chart.
Role	The Coordinator
Next Step	ADP-4.9.4.2 Determine if the Chart will be Prepared In-house or Contracted

ADP-4.9.4.2 Determine if the Chart will be Prepared In-house or Contracted

Title	ADP-4.9.4.2 Determine if the Chart will be Prepared In-house or Contracted
Description	<ul style="list-style-type: none"> Determine if the chart will be prepared in-house or if the preparation will be contracted out to another organisation.
Notes	<ul style="list-style-type: none"> The availability of resources in-house may be a consideration in determining if the chart production should be contracted out.
Role	The Coordinator
Next Step	<p>If the chart is to be prepared in-house, ADP-4.9.4.3 Determine if a Chart is to be Created or Amended.</p> <p>If the preparation of the chart is to be contracted out, ADP-4.9.4.9 Procure Chart.</p>

ADP-4.9.4.3 Determine if a Chart is to be Created or Amended

Title	ADP-4.9.4.3 Determine if a Chart is to be Created or Amended
Description	<ul style="list-style-type: none"> Determine if a new chart needs to be created or an existing chart needs to be amended.
Role	The Editor
Next Step	<p>If a new chart needs to be created, ADP-4.9.4.4 Set Chart Configuration.</p> <p>If an existing chart needs to be amended, ADP-4.9.4.5 Load Topographic Layer.</p>

ADP-4.9.4.4 Set Chart Configuration

Title	ADP-4.9.4.4 Set Chart Configuration
Description	<ul style="list-style-type: none"> Configure the chart settings in accordance with the product specification.
Notes	<ul style="list-style-type: none"> Reference should be made to the manuals for the tools used to create the chart.
Role	The Editor
Next Step	ADP-4.9.4.5 Load Topographic Layer

ADP-4.9.4.5 Load Topographic Layer

Title	ADP-4.9.4.5 Load Topographic Layer
Description	<ul style="list-style-type: none"> Load the topographic layer for the chart, in accordance with the product specification.
Notes	<ul style="list-style-type: none"> Reference should be made to the manuals for the tools used to create the chart.
Role	The Editor
Next Step	ADP-4.9.4.6 Load Air Layer from Datastore

ADP-4.9.4.6 Load Air Layer from Datastore

Title	ADP-4.9.4.6 Load Air Layer from Datastore
Description	<ul style="list-style-type: none"> Load all the data relevant to aviation in the area of interest from the datastore.
Notes	<ul style="list-style-type: none"> Reference should be made to the manuals for the tools used to create the chart.
Role	The Editor
Next Step	ADP-4.9.4.7 Make Manual Adjustments

ADP-4.9.4.7 Make Manual Adjustments

Title	ADP-4.9.4.7 Make Manual Adjustments
Description	<ul style="list-style-type: none"> Make manual adjustments to the chart.
Notes	<ul style="list-style-type: none"> Manual adjustments may include the movement of labels, etc. to ensure that the chart is clear, uncluttered and useable. No data should be changed during manual adjustment.
Role	The Editor
Next Step	ADP-4.9.4.8 Review Chart

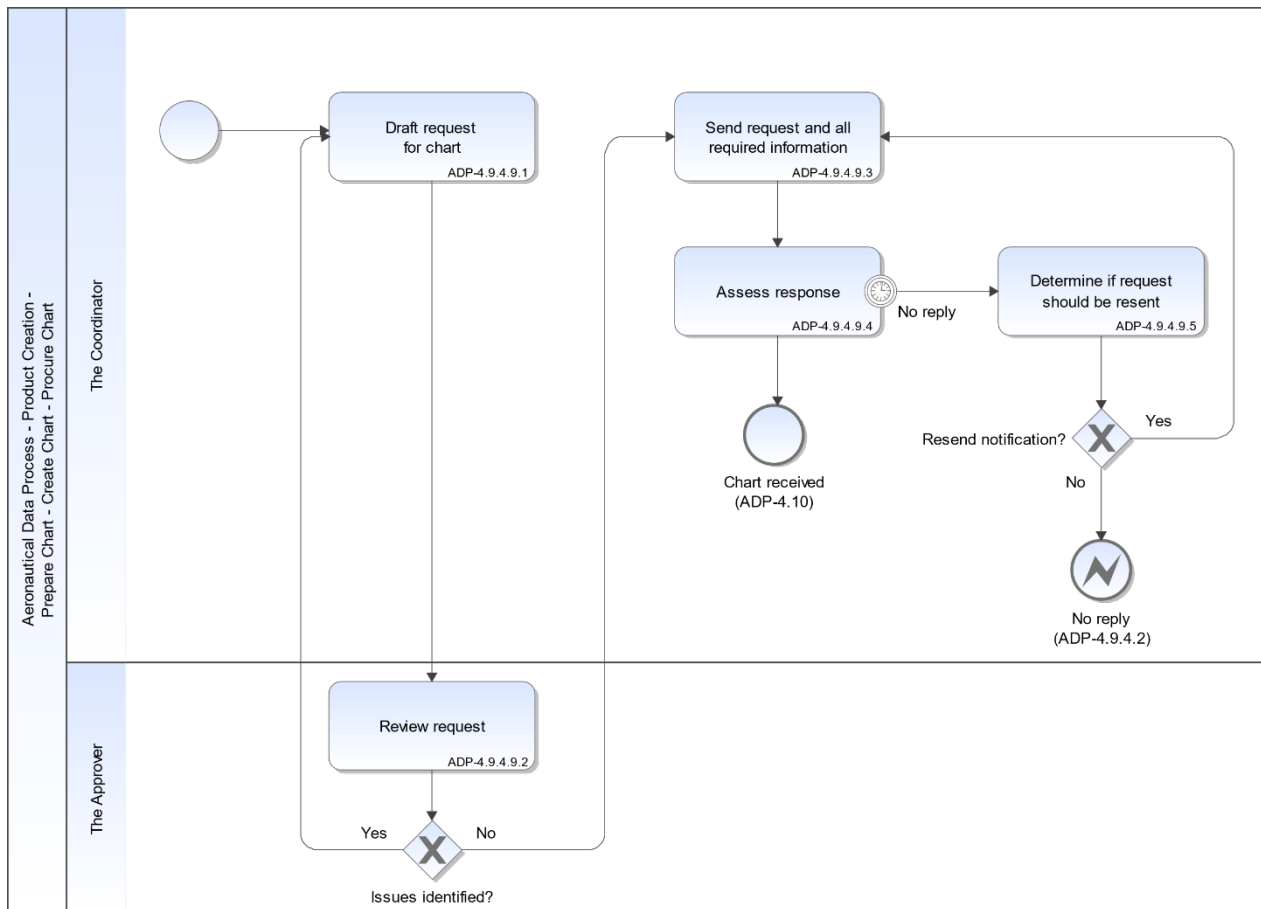
ADP-4.9.4.8 Review Chart

Title	ADP-4.9.4.8 Review Chart
Description	<ul style="list-style-type: none"> Review the chart to ensure that it meets the product specifications.
Role	The Editor
Next Step	If issues are identified with the chart, ADP-4.9.4.5 Load Topographic Layer . If no issues are identified with the chart, ADP-4.10 Review Chart .

ADP-4.9.4.9 Procure Chart

Title	ADP-4.9.4.9 Procure Chart
Description	<ul style="list-style-type: none"> Arrange for the chart to be procured from another organisation.
Notes	<ul style="list-style-type: none"> The procurement process should ensure that the contracted organisation is provided with all the relevant information related to the Data Change Request and the product specification for the chart.
Role	The Coordinator
Next Step	If procurement is successful, ADP-4.10 Review Chart . If procurement is unsuccessful, ADP-4.9.4.2 Determine if the Chart will be Prepared In-house or Contracted .

ADP-4.9.4.9 Procure Chart



ADP-4.9.4.9.1 Draft Request for Chart

Title	ADP-4.9.4.9.1 Draft Request for Chart
Description	<ul style="list-style-type: none"> Draft the request for a chart, including: <ul style="list-style-type: none"> Details of the chart to be prepared, including the product specification, chart configuration, aviation data, etc.; Reference to standards that should be met for the chart; The date by which the chart needs to be provided.
Role	The Coordinator
Next Step	ADP-4.9.4.9.2 Review Request

ADP-4.9.4.9.2 Review Request

Title	ADP-4.9.4.9.2 Review Request
Description	<ul style="list-style-type: none"> Review the request for a chart to ensure that it: <ul style="list-style-type: none"> Is clear and unambiguous; Includes the information needed for the preparation of the chart, including the product specification, chart configuration, aviation data, etc.; Includes reference to the standards that need to be met; Includes the date by which the chart needs to be provided.
Role	The Approver
Next Step	ADP-4.9.4.9.3 Send Request and All Required Information

ADP-4.9.4.9.3 Send Request and All Required Information

Title	ADP-4.9.4.9.3 Send Request and All Required Information
Description	<ul style="list-style-type: none"> Send the request and all the associated information to the contracted organisation.
Role	The Coordinator
Next Step	ADP-4.9.4.9.4 Assess Response

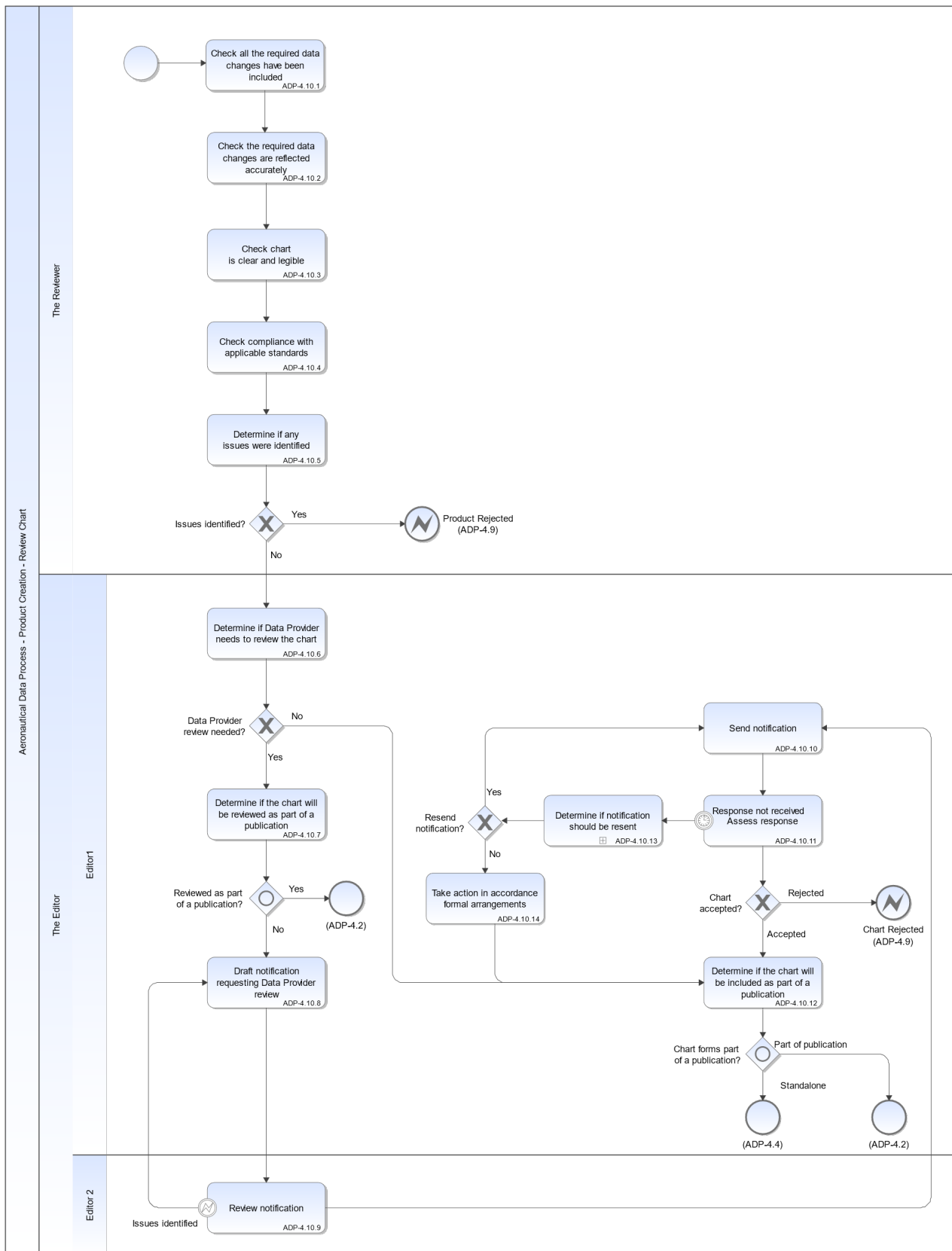
ADP-4.9.4.9.4 Assess Response

Title	ADP-4.9.4.9.4 Assess Response
Description	<ul style="list-style-type: none"> Assess the response received from the contracted organisation to determine if the chart has been provided.
Role	The Coordinator
Next Step	If a response has not been provided, ADP-4.9.4.9.5 Determine if Request Should be Resent . If the chart has been provided, ADP-4.10 Review Chart .

ADP-4.9.4.9.5 Determine if Request Should be Resent

Title	ADP-4.9.4.9.5 Determine if Request Should be Resent
Description	<ul style="list-style-type: none"> Determine if the request for a chart should be resent to the contracted organisation.
Role	The Coordinator
Next Step	If the notification should be resent, ADP-4.9.4.9.3 Send Request and All Required Information . If the notification should not be resent, ADP-4.9.4.2 Determine if the Chart will be Prepared In-house or Contracted .

ADP-4.10 Review Chart



ADP-4.10.1 Check All the Required Data Changes Have Been Included

Title	ADP-4.10.1 Check All the Required Data Changes Have Been Included
Description	<ul style="list-style-type: none"> Assess the chart to ensure that all the identified changes, and only the identified changes, have been made to the chart.
Notes	<ul style="list-style-type: none"> System reports may be used to support the review activity. Reference should be made to the original Data Change Request. System notifications may be used to inform the Reviewer that a review activity is required.
Role	The Reviewer
Next Step	ADP-4.10.2 Check the Required Data Changes are Reflected Accurately

ADP-4.10.2 Check the Required Data Changes are Reflected Accurately

Title	ADP-4.10.2 Check the Required Data Changes are Reflected Accurately
Description	<ul style="list-style-type: none"> Assess the changes made to the chart to ensure that they have been implemented accurately.
Role	The Reviewer
Next Step	ADP-4.10.3 Check Chart is Clear and Legible

ADP-4.10.3 Check Chart is Clear and Legible

Title	ADP-4.10.3 Check Chart is Clear and Legible
Description	<ul style="list-style-type: none"> Assess the chart to ensure it is clear and legible.
Notes	<ul style="list-style-type: none"> Where features, such as obstacles, have been grouped, a check should be made that the groupings have been applied appropriately.
Role	The Reviewer
Next Step	ADP-4.10.4 Check Compliance with Applicable Standards

ADP-4.10.4 Check Compliance with Applicable Standards

Title	ADP-4.10.4 Check Compliance with Applicable Standards
Description	<ul style="list-style-type: none"> Assess the chart to ensure it is in accordance with any applicable standards.
Role	The Reviewer
Next Step	ADP-4.10.5 Determine if Any Issues were Identified

ADP-4.10.5 Determine if Any Issues were Identified

Title	ADP-4.10.5 Determine if Any Issues were Identified
Description	<ul style="list-style-type: none"> Determine if the assessment carried out has identified any issues with the chart. If issues are detected, the chart is rejected.
Role	The Reviewer
Next Step	<p>If issues are detected, ADP-4.9 Prepare Chart.</p> <p>If issues were not detected, ADP-4.10.6 Determine if Data Provider Needs to Review the Chart.</p>

ADP-4.10.6 Determine if Data Provider Needs to Review the Chart

Title	ADP-4.10.6 Determine if Data Provider Needs to Review the Chart
Description	<ul style="list-style-type: none"> Determine if the Data Provider should review the chart.
Notes	<ul style="list-style-type: none"> Data Provider review may take place now, as part of the review of a publication in ADP-4.2 Prepare Publication or may be undertaken in ADP-4.6 Seek External Approval of Collated Product(s) when a collated product is available.
Role	Editor 1
Next Step	<p>If the Data Provider is required to review the chart, ADP-4.10.7 Determine if the Chart will be Reviewed as Part of a Publication.</p> <p>If the Data Provider is not required to review the chart, ADP-4.10.12 Determine if the Chart Will be Included as Part of a Publication.</p>

ADP-4.10.7 Determine if the Chart will be Reviewed as Part of a Publication

Title	ADP-4.10.7 Determine if the Chart will be Reviewed as Part of a Publication
Description	<ul style="list-style-type: none"> Determine if the chart will be reviewed by the Data Provider as part of a review of a publication.
Role	Editor 1
Next Step	<p>If the chart will be reviewed as part of a publication, ADP-4.2 Prepare Publication.</p> <p>If the chart will not be reviewed as part of a publication, ADP-4.10.8 Draft Notification Requesting Data Provider Review.</p>

ADP-4.10.8 Draft Notification Requesting Data Provider Review

Title	ADP-4.10.8 Draft Notification Requesting Data Provider Review
Description	<ul style="list-style-type: none"> Draft a notification to be sent to the Data Provider requesting the review of the chart. The notification shall make reference to the applicable Data Change Request and include the chart. The notification shall include the date by which a response is required, taking into consideration the planned distribution date.
Notes	<ul style="list-style-type: none"> Data Provider Tools interfacing to the workflow of the AIS or interfacing to the centralised datastore may fully or partially support the Data Provider notification process. The notification may include details of the action that may be taken if no response is received, including any liabilities for the data. Reference may be made to any formal arrangements in place.
Role	Editor 1
Next Step	ADP-4.10.9 Review Notification

ADP-4.10.9 Review Notification

Title	ADP-4.10.9 Review Notification
Description	<ul style="list-style-type: none"> Review the draft notification to ensure that the correct Data Change Request and chart are referred to or included, and that the date provided supports the planned distribution date.
Notes	<ul style="list-style-type: none"> The review of the notification should be undertaken by a different Editor to that which drafted the notification.
Role	Editor 2
Next Step	<p>If there are issues identified with the notification, ADP-4.10.8 Draft Notification Requesting Data Provider Review.</p> <p>If there are no issues identified with the notification, ADP-4.10.10 Send Notification.</p>

ADP-4.10.10 Send Notification

Title	ADP-4.10.10 Send Notification
Description	<ul style="list-style-type: none"> Send the notification to the Data Provider.
Notes	<ul style="list-style-type: none"> Data Provider Tools interfacing to the workflow of the AIS or interfacing to the centralised datastore may fully support the sending of notifications to the Data Provider.
Role	Editor 1
Next Step	ADP-4.10.11 Assess Response

ADP-4.10.11 Assess Response

Title	ADP-4.10.11 Assess Response
Description	<ul style="list-style-type: none"> Assess the response received from the Data Provider to determine if the chart has been accepted. If the Data Provider has detected issues with the chart, the chart is rejected.
Notes	<ul style="list-style-type: none"> Data Provider Tools interfacing to the workflow of the AIS or interfacing to the centralised datastore may automate the acceptance / rejection of the chart.
Role	Editor 1
Next Step	<p>If the chart is rejected, ADP-4.9 Prepare Chart.</p> <p>If the Data Provider has accepted the chart, ADP-4.4 Approve Product.</p> <p>In the case that a response has not been received by the date provided in the notification, ADP-4.10.13 Determine if Notification Should be Resent.</p>

ADP-4.10.12 Determine if the Chart Will be Included as Part of a Publication

Title	ADP-4.10.12 Determine if the Chart Will be Included as Part of a Publication
Description	<ul style="list-style-type: none"> Determine if the chart will be included as part of a publication and/or as a standalone product.
Role	Editor 1
Next Step	<p>If the chart is a standalone product only, ADP-4.4 Approve Product.</p> <p>If the chart is to be included in a publication only, ADP-4.2 Prepare Publication.</p> <p>If the chart will be provided as part of a publication and as a standalone product then, ADP-4.4 Approve Product and ADP-4.2 Prepare Publication.</p>

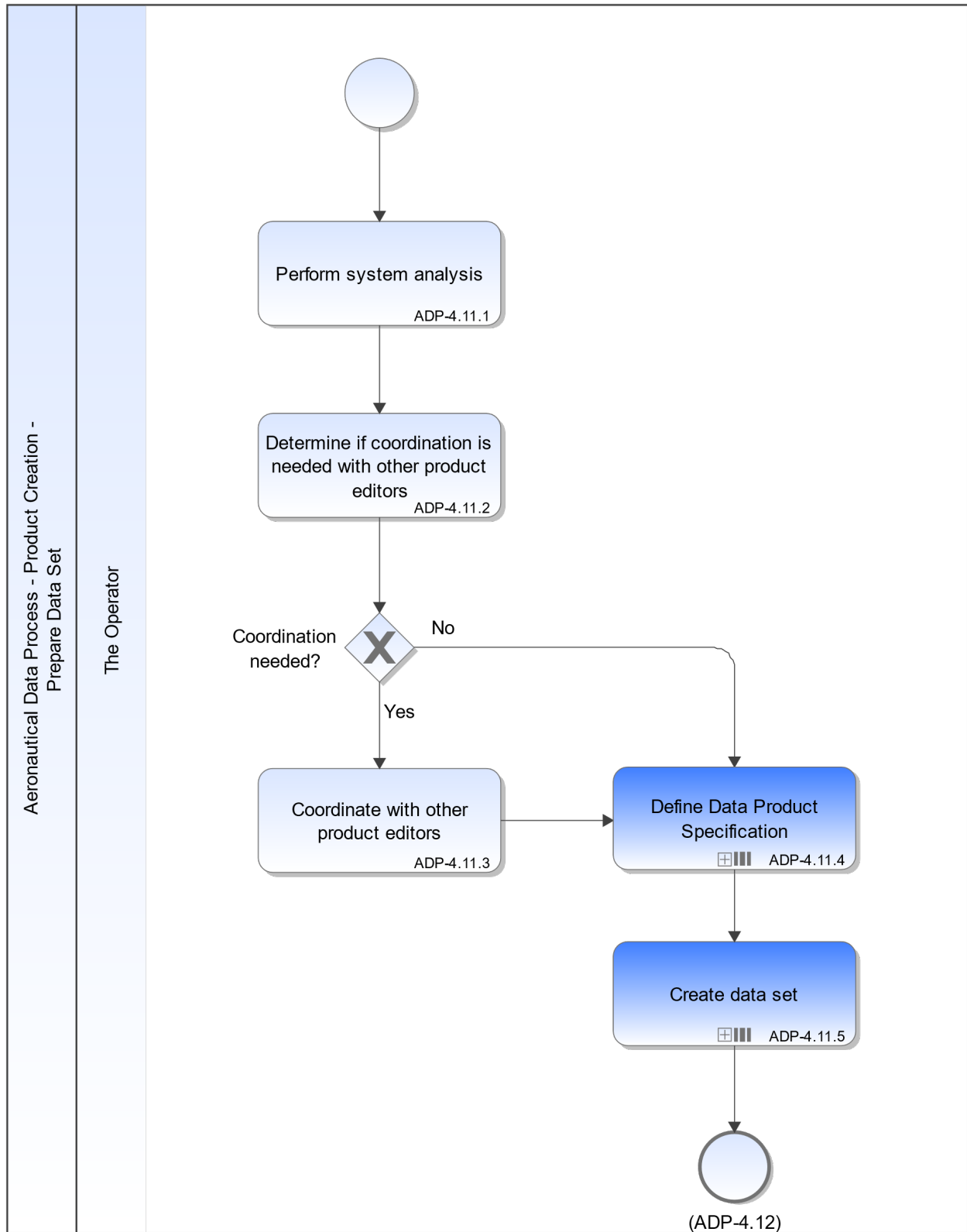
ADP-4.10.13 Determine if Notification Should be Resent

Title	ADP-4.10.13 Determine if Notification Should be Resent
Description	<ul style="list-style-type: none"> Determine if the notification should be resent to the Data Provider as a response has not been received.
Notes	<ul style="list-style-type: none"> Reference shall be made to any formal arrangements in place and any actions detailed in the notification that was issued to the Data Provider in case of a non-response. The notification should include an updated date by which a response is required, taking into consideration the planned distribution date.
Role	Editor 1
Next Step	<p>If the notification is to be resent, ADP-4.10.10 Send Notification.</p> <p>If the notification is not to be resent, ADP-4.10.14 Take Action in Accordance with Formal Arrangements.</p>

ADP-4.10.14 Take Action in Accordance with Formal Arrangements

Title	ADP-4.10.14 Take Action in Accordance with Formal Arrangements
Description	<ul style="list-style-type: none"> Take action in accordance with the formal arrangements.
Notes	<ul style="list-style-type: none"> Reference shall be made to any formal arrangements in place. The notification that was issued to the Data Provider may detail the actions to be taken in the case of a non-response.
Role	Editor 1
Next Step	ADP-4.10.12 Determine if the Chart Will be Included as Part of a Publication

ADP-4.11 Prepare Data Set



ADP-4.11.1 Perform System Analysis

Title	ADP-4.11.1 Perform System Analysis
Description	<ul style="list-style-type: none"> Perform system analysis of the data stored in the datastore to ensure that the data is complete and in accordance with its data quality requirements.
Notes	<ul style="list-style-type: none"> System reports should be generated to aid the identification of any issues with the data. System reports should be saved.
Role	The Operator
Next Step	ADP-4.11.2 Determine if Coordination is Needed with Other Product Editors

ADP-4.11.2 Determine if Coordination is Needed with Other Product Editors

Title	ADP-4.11.2 Determine if Coordination is Needed with Other Product Editors
Description	<ul style="list-style-type: none"> Determine if coordination with other product editors is required as a result of the range of products impacted by the Data Change Request.
Notes	<ul style="list-style-type: none"> Coordination may involve agreeing timescales and how the products will be collated. System reports may support product editors in identifying the affected products. All products should be prepared using data from a centralised datastore to ensure consistency.
Role	The Operator
Next Step	If coordination is required, ADP-4.11.3 Coordinate with Other Product Editors . If coordination is not required, ADP-4.11.4 Define Data Product Specification .

ADP-4.11.3 Coordinate with Other Product Editors

Title	ADP-4.11.3 Coordinate with Other Product Editors
Description	<ul style="list-style-type: none"> Contact other product editors to discuss details of the timescales required for the update of the products, and how these will be collated and checked for consistency.
Notes	<ul style="list-style-type: none"> Responsibilities for consistency checking should be agreed. Tools may be used to support consistency checking of products.
Role	The Operator
Next Step	ADP-4.11.4 Define Data Product Specification

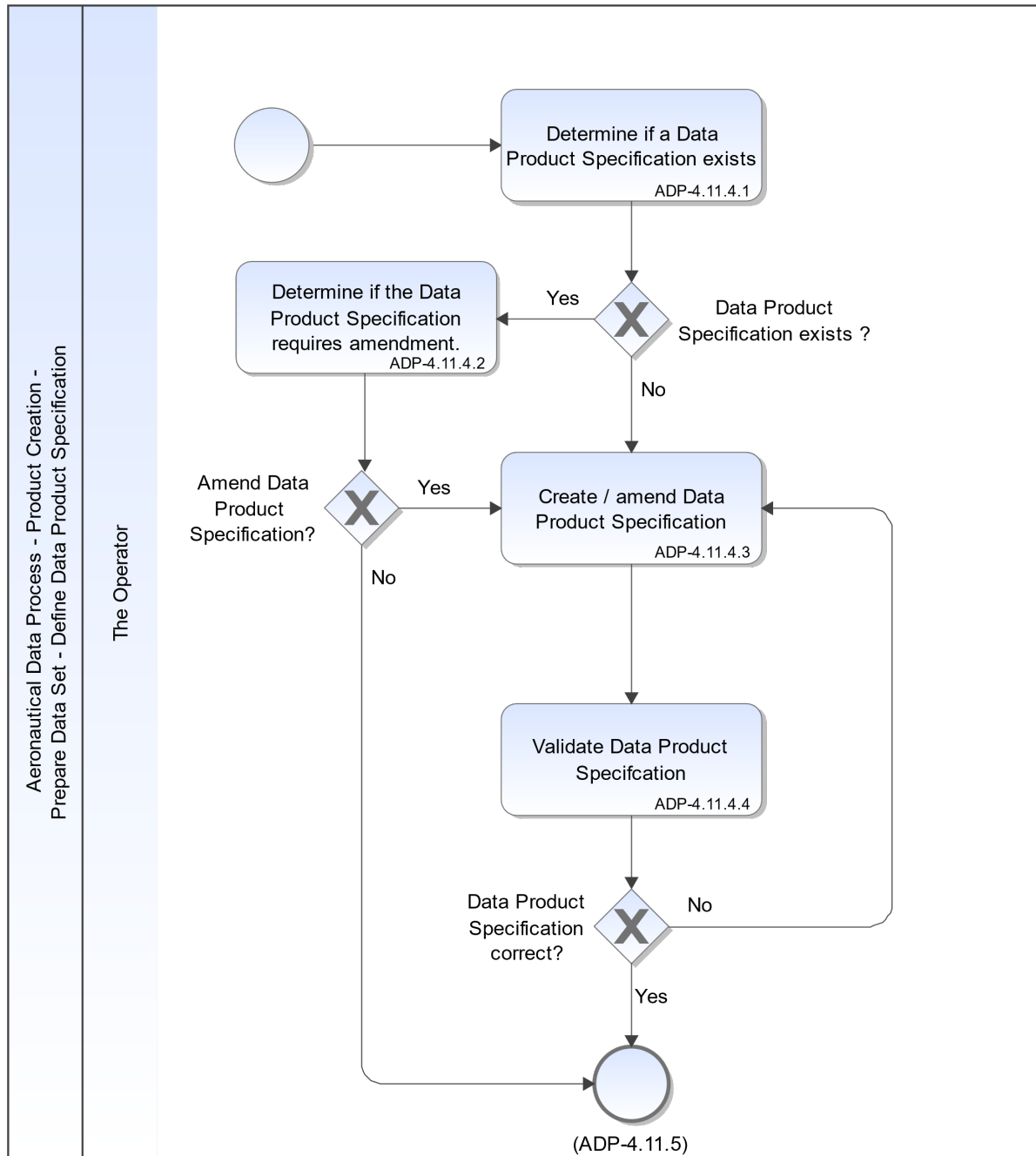
ADP-4.11.4 Define Data Set Specification

Title	ADP-4.11.4 Define Data Product Specification
Description	<ul style="list-style-type: none"> Define the Data Product Specification that the data set should meet in accordance with ISO 19131 [9].
Notes	<ul style="list-style-type: none"> All data sets, including tailored data sets, should have a Data Product Specification which should be met when creating / amending the data set. A collection of data sets or data set series may share the same Data Product Specification. Guidance for the update of data sets can be found in ICAO Annex 15, Chapter 6, Section 6.3.3 [2]. Tools may be used to support the generation of a Data Product Specification.
Role	The Operator
Multiplicity	Multiple
Next Step	ADP-4.11.5 Create Data Set

ADP-4.11.5 Create Data Set

Title	ADP-4.11.5 Create Data Set
Description	<ul style="list-style-type: none"> Prepare the data set in accordance with the Data Product Specification and applicable standards and guidance.
Notes	<ul style="list-style-type: none"> Tools will be used to support the generation of the data set. Data sets should be compliant with ISO 19101 [8]. ICAO Annex 15 [2], ICAO Doc 10066 [7] and ICAO Doc 8126 Volume IV [3] contain SARPs and guidance for creating ICAO data sets.
Role	The Operator
Multiplicity	Multiple
Next Step	ADP-4.12 Review Data Set

ADP-4.11.4 Define Data Product Specification



ADP-4.11.4.1 Determine if a Data Product Specification Exists

Title	ADP-4.11.4.1 Determine if a Data Product Specification Exists
Description	<ul style="list-style-type: none"> Determine if a Data Product Specification already exists for the data set(s) that needs to be created.
Notes	<ul style="list-style-type: none"> A collection of data sets or data set series may share the same Data Product Specification. All data sets, including tailored data sets, should have a Data Product Specification which should be met when creating / amending the data set. Guidance for the update of data sets can be found in ICAO Annex 15, Chapter 6, Section 6.3.3 [2].
Role	The Operator
Next Step	<p>If a Data Product Specification exists, ADP-4.11.4.2 Determine if the Data Product Specification Requires Amendment.</p> <p>If a Data Product Specification does not exist, ADP-4.11.4.3 Create / Amend Data Product Specification.</p>

ADP-4.11.4.2 Determine if the Data Product Specification Requires Amendment

Title	ADP-4.11.4.2 Determine if the Data Product Specification Requires Amendment
Description	<ul style="list-style-type: none"> Determine if the Data Product Specification needs to be amended.
Notes	<ul style="list-style-type: none"> Updates to data sets should be reflected in an amended Data Product Specification.
Role	The Operator
Next Step	<p>If the Data Product Specification needs to be amended, ADP-4.11.4.3 Create / Amend Data Product Specification.</p> <p>If the Data Product Specification does not need to be amended, ADP-4.11.5 Create Data Set.</p>

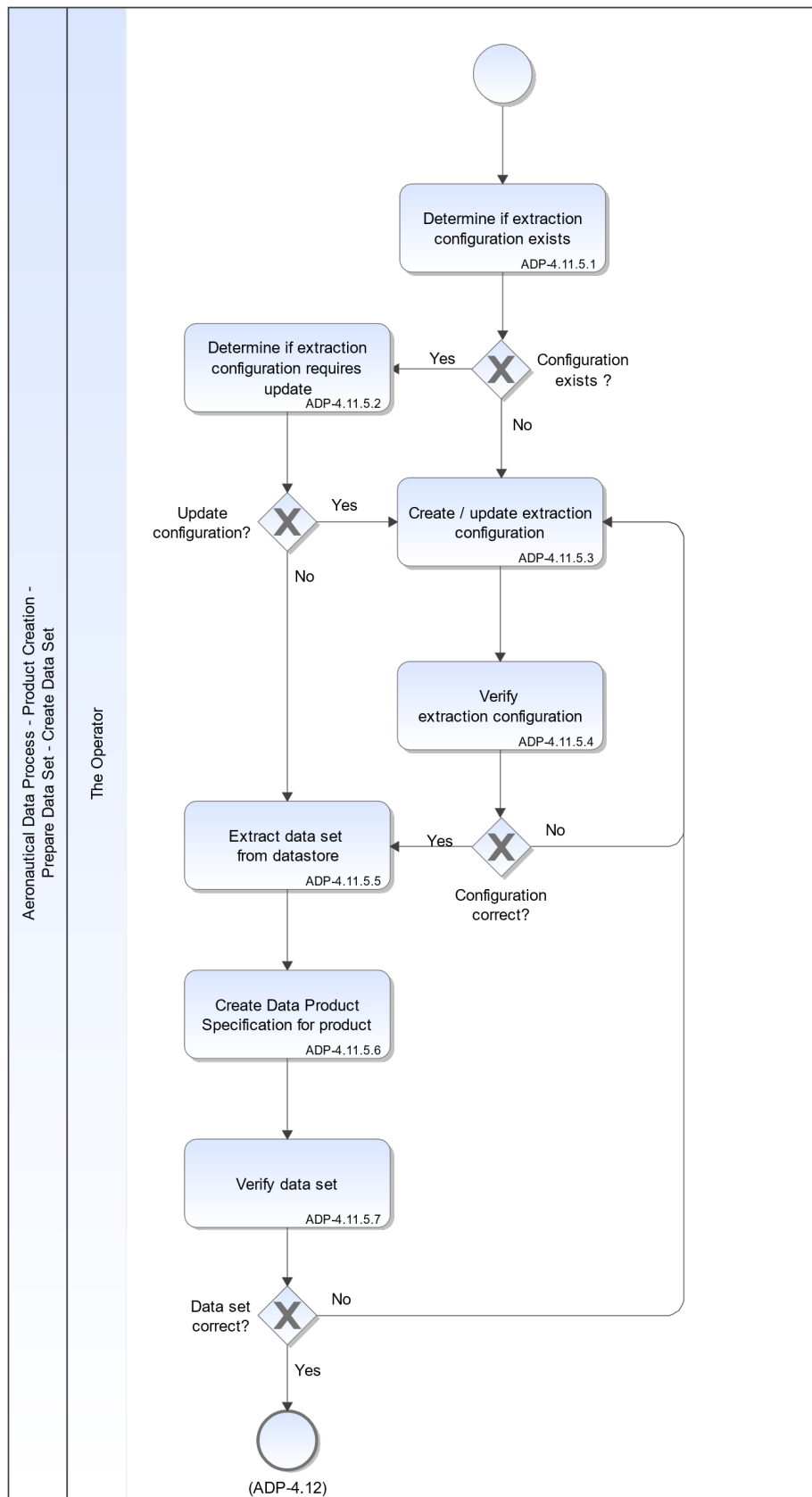
ADP-4.11.4.3 Create / Amend Data Product Specification

Title	ADP-4.11.4.3 Create / Amend Data Product Specification
Description	<ul style="list-style-type: none"> Create or amend the Data Product Specification in accordance with ISO 19131 [9].
Notes	<ul style="list-style-type: none"> Updates to data sets should be reflected in an amended Data Product Specification. Tools may be used to support the generation of a Data Product Specification. Requirements for updating or creating a data set may result from an update to data which is within the scope of the data set or a requirement for a new data set resulting from a change in standards / regulation or a customer requirement for a tailored data set.
Role	The Operator
Next Step	ADP-4.11.4.4 Validate Data Product Specification

ADP-4.11.4.4 Validate Data Product Specification

Title	ADP-4.11.4.4 Validate Data Product Specification
Description	<ul style="list-style-type: none">• Confirm that the Data Product Specification reflects the data set requirements.
Notes	<ul style="list-style-type: none">• Requirements for updating or creating a data set may result from an update to data which is within the scope of the data set or a requirement for a new data set resulting from a change in standards / regulation or a customer requirement for a tailored data set.
Role	The Operator
Next Step	If the Data Product Specification is correct, ADP-4.11.5 Create Data Set . If the Data Product Specification is incorrect, ADP-4.11.4.3 Create / Amend Data Product Specification .

ADP-4.11.5 Create Data Set



ADP-4.11.5.1 Determine if Extraction Configuration Exists

Title	ADP-4.11.5.1 Determine if Extraction Configuration Exists
Description	<ul style="list-style-type: none"> Determine if an extraction configuration already exists for the data set that needs to be created / updated.
Notes	<ul style="list-style-type: none"> Tools may be used to support the configuration of the data to be extracted. Tools will be used to support the generation of the data set. Data sets should be compliant with ISO 19101 [8]. ICAO Annex 15 [2], ICAO Doc 10066 [7] and ICAO Doc 8126 Volume IV [3] contain SARPs and guidance for creating ICAO data sets. Guidance for the update of data sets can be found in ICAO Annex 15, Chapter 6, Section 6.3.3 [2]. Updates to data sets are managed through updates to extraction configurations.
Role	The Operator
Next Step	ADP-4.11.5.2 Determine if Extraction Configuration Requires Update

ADP-4.11.5.2 Determine if Extraction Configuration Requires Update

Title	ADP-4.11.5.2 Determine if Extraction Configuration Requires Update
Description	<ul style="list-style-type: none"> Determine if the extraction configuration needs to be updated.
Notes	<ul style="list-style-type: none"> Updates to data sets are reflected by an updated extraction configuration. Tools may be used to support the configuration of the data to be extracted.
Role	The Operator
Next Step	<p>If an extract configuration needs to be updated, ADP-4.11.5.3 Create / Update Extraction Configuration.</p> <p>If the extract configuration does not need to be updated, ADP-4.11.5.5 Extract Data Set from Datastore.</p>

ADP-4.11.5.3 Create / Update Extraction Configuration

Title	ADP-4.11.5.3 Create / Update Extraction Configuration
Description	<ul style="list-style-type: none"> Create or update the configuration of the data to be extracted from the datastore in accordance with the Data Product Specification.
Notes	<ul style="list-style-type: none"> Tools may be used to support the configuration of the data to be extracted.
Role	The Operator
Next Step	ADP-4.11.5.4 Verify Extract Configuration

ADP-4.11.5.4 Verify Extract Configuration

Title	ADP-4.11.5.4 Verify Extract Configuration
Description	<ul style="list-style-type: none"> Confirm that the defined configuration meets the Data Product Specification.
Notes	<ul style="list-style-type: none"> Tools reports may support the verification.
Role	The Operator
Next Step	<p>If the configuration is correct, ADP-4.11.5.5 Extract Data Set from Datastore.</p> <p>If the configuration is incorrect, ADP-4.11.5.3 Create / Update Extraction Configuration.</p>

ADP-4.11.5.5 Extract Data Set from Datastore

Title	ADP-4.11.5.5 Extract Data Set from Datastore
Description	<ul style="list-style-type: none"> Extract the data from the datastore.
Notes	<ul style="list-style-type: none"> Tools used for the extraction may report errors during the extraction process.
Role	The Operator
Next Step	ADP-4.11.5.6 Create Data Product Specification for Product

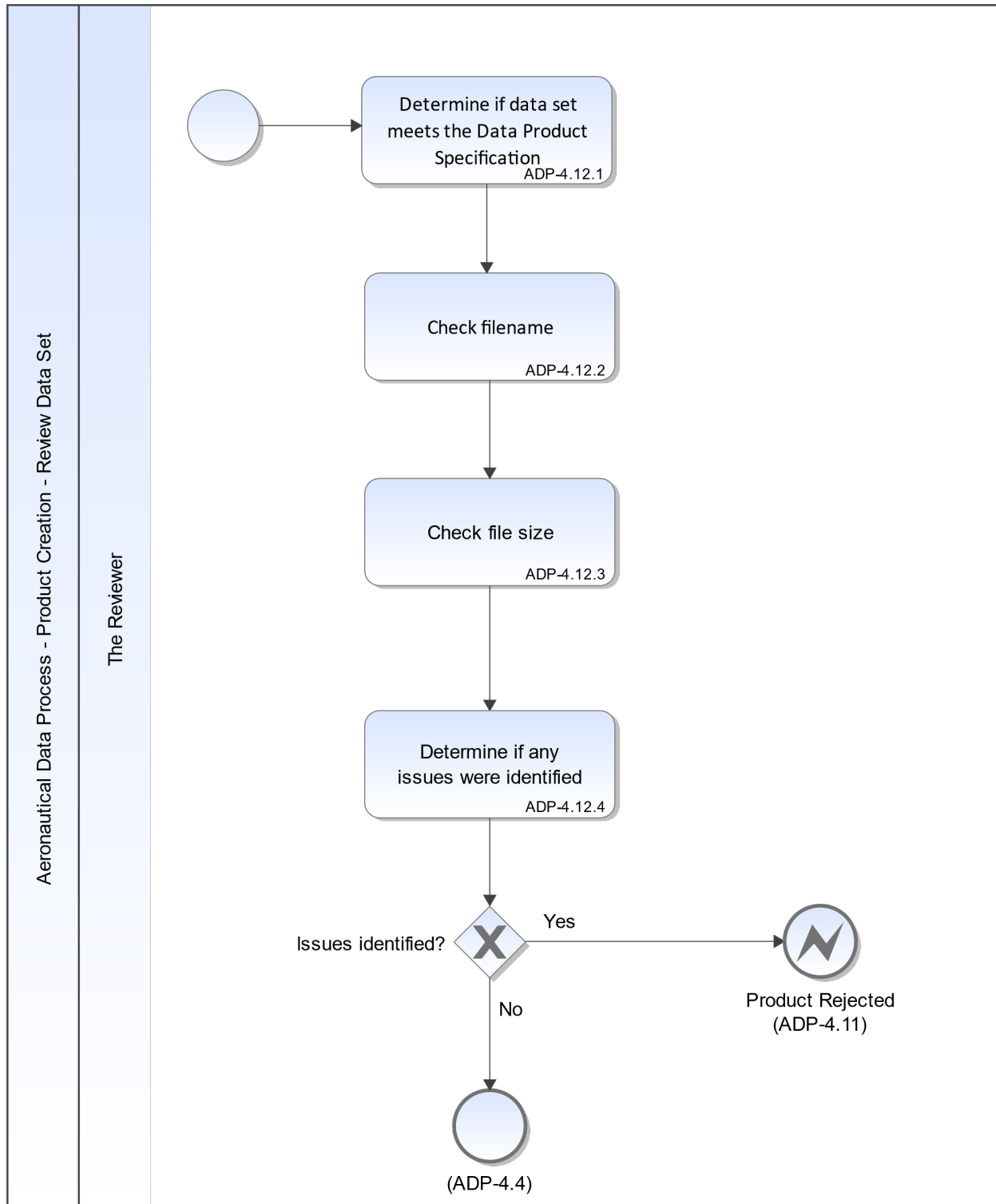
ADP-4.11.5.6 Create Data Product Specification for Product

Title	ADP-4.11.5.6 Create Data Product Specification for Product
Description	<ul style="list-style-type: none"> Create a Data Product Specification to be issued with the data set in accordance with ISO 19131 [9].
Notes	<ul style="list-style-type: none"> When made available as a completely re-issued data set, the differences from the previously issued complete data set should be indicated.
Role	The Operator
Next Step	ADP-4.11.5.7 Verify Data Set

ADP-4.11.5.7 Verify Data Set

Title	ADP-4.11.5.7 Verify Data Set
Description	<ul style="list-style-type: none"> Verify the extracted data set and its Data Product Specification to confirm they are in accordance with the Data Product Specification used to define the data set.
Notes	<ul style="list-style-type: none"> Tools reports may support the verification. Business rules applied by qualified tools may support the verification activity.
Role	The Operator
Next Step	If the data set fails verification, ADP-4.11.5.3 Create / Update Extraction Configuration . If the data set passes verification, ADP-4.12 Review Data Set .

ADP-4.12 Review Data Set



ADP-4.12.1 Determine if Data Set Meets the Data Product Specification

Title	ADP-4.12.1 Determine if Data Set Meets the Data Product Specification
Description	<ul style="list-style-type: none"> Assess the data set and Data Product Specification to be issued with the data set to ensure that they reflect the requirements defined in the Data Product Specification resulting from ADP-4.11.4 Define Data Product Specification.
Notes	<ul style="list-style-type: none"> The data set metadata included in the Data Product Specification will be key to confirming that the data set meets its requirements.
Role	The Reviewer
Next Step	ADP-4.12.2 Check Filename

ADP-4.12.2 Check Filename

Title	ADP-4.12.2 Check Filename
Description	<ul style="list-style-type: none"> Check that the filename is in accordance with file naming conventions for data sets and as expected for the data set in question.
Notes	<ul style="list-style-type: none"> The data set file name may include date information. A policy covering file naming conventions should be established as part of the Quality Management System.
Role	The Reviewer
Next Step	ADP-4.12.3 Check File Size

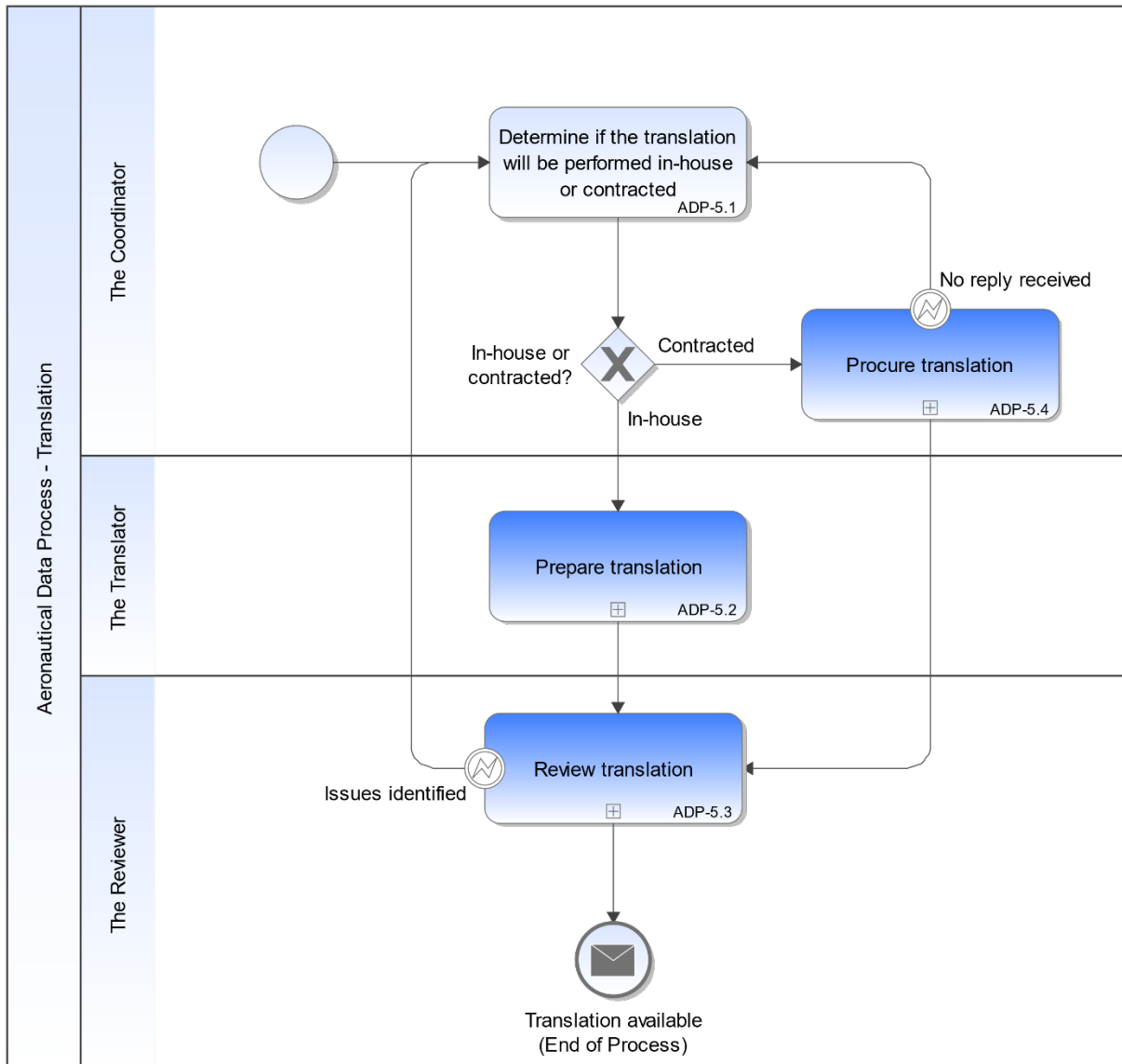
ADP-4.12.3 Check File Size

Title	ADP-4.12.3 Check File Size
Description	<ul style="list-style-type: none"> Check that file is of the expected size.
Notes	<ul style="list-style-type: none"> A comparison with the size of other data set files will provide a gross check that the data set includes the expected quantity of data. Checking the file size may not be appropriate if the update of a data set only contains the differences to the previously issued complete data set.
Role	The Reviewer
Next Step	ADP-4.12.4 Determine if Any Issues were Identified

ADP-4.12.4 Determine if Any Issues were Identified

Title	ADP-4.12.4 Determine if Any Issues were Identified
Description	<ul style="list-style-type: none"> Determine if any issues were found when checking the data set file and Data Product Specification.
Role	The Reviewer
Next Step	If issues were identified, ADP-4.11 Prepare Data Set . If no issues were identified, ADP-4.4 Approve Product .

ADP-5 Translation (Supporting Process)



ADP-5.1 Determine if the Translation will be Performed In-house or Contracted

Title	ADP-5.1 Determine if the Translation will be Performed In-house or Contracted
Description	<ul style="list-style-type: none"> Determine if the translation will be prepared in-house or if the preparation will be contracted out to another organisation.
Notes	<ul style="list-style-type: none"> The availability of resources in-house may be a consideration in determining if the translation should be contracted out. Any translation of text from one language to another should be undertaken by staff with a suitable level of competence.
Role	The Coordinator
Next Step	If the translation is to be prepared in-house, ADP-5.2 Prepare Translation . If the translation is to be contracted out, ADP-5.4 Procure Translation .

ADP-5.2 Prepare Translation

Title	ADP-5.2 Prepare Translation
Description	<ul style="list-style-type: none"> Perform the translation.
Notes	<ul style="list-style-type: none"> Ideally, translation should be performed by a translator whose mother tongue is the target language of the translation.
Role	See next level of process.
Next Step	ADP-5.3 Review Translation

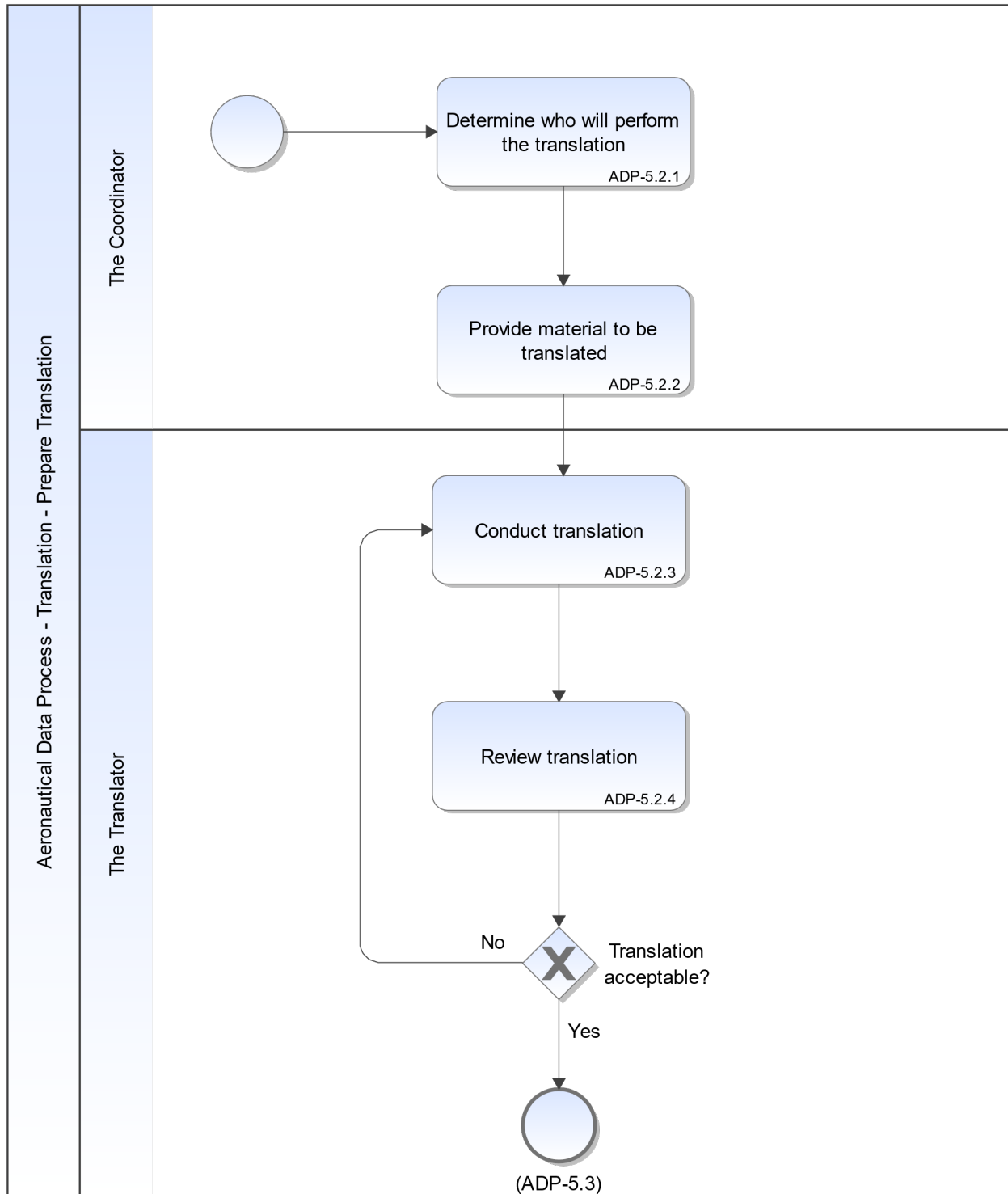
ADP-5.3 Review Translation

Title	ADP-5.3 Review Translation
Description	<ul style="list-style-type: none"> Review the translation to ensure that the text has been translated correctly.
Role	The Reviewer
Next Step	If the translation is correct, end of process. If issues are identified with the translation, ADP-5.2 Prepare Translation .

ADP-5.4 Procure Translation

Title	ADP-5.4 Procure Translation
Description	<ul style="list-style-type: none"> Arrange for the translation to be procured from another organisation.
Notes	<ul style="list-style-type: none"> The procurement process should ensure that the contracted organisation has staff with the required level of competence to perform the translation.
Role	See next level of process.
Next Step	If no reply is received, ADP-5.1 Determine if the Translation will be Performed In-house or Contracted . If the translation is provided, ADP-5.3 Review Translation .

ADP-5.2 Prepare Translation



ADP-5.2.1 Determine Who Will Perform the Translation

Title	ADP-5.2.1 Determine Who Will Perform the Translation
Description	<ul style="list-style-type: none"> Determine who will be responsible for performing the translation.
Notes	<ul style="list-style-type: none"> Any translation of text from one language to another should be undertaken by staff with a suitable level of competence. Ideally, translation should be performed by a translator whose mother tongue is the target language of the translation.
Role	The Coordinator
Next Step	ADP-5.2.2 Provide Material to be Translated

ADP-5.2.2 Provide Material to be Translated

Title	ADP-5.2.2 Provide Material to be Translated
Description	<ul style="list-style-type: none"> Provide the material to be translated. This should also include the date by which the translation needs to be performed.
Role	The Coordinator
Next Step	ADP-5.2.3 Conduct Translation

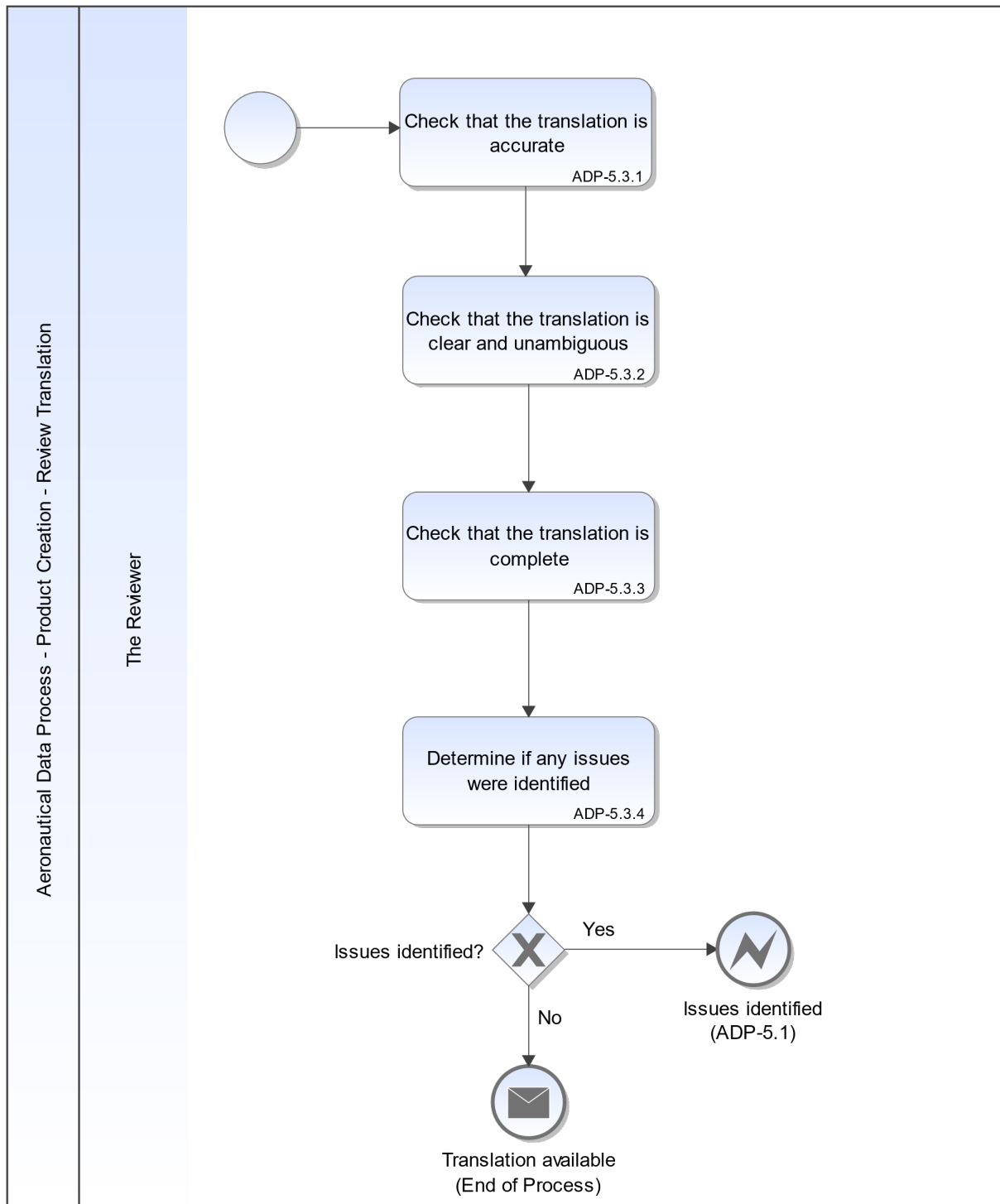
ADP-5.2.3 Conduct Translation

Title	ADP-5.2.3 Conduct Translation
Description	<ul style="list-style-type: none"> Perform the translation, ensuring all the required material is translated.
Role	The Translator
Next Step	ADP-5.2.4 Review Translation

ADP-5.2.4 Review Translation

Title	ADP-5.2.4 Review Translation
Description	<ul style="list-style-type: none"> Review the translation ensuring that it is: <ul style="list-style-type: none"> Accurate; Clear and unambiguous. Complete.
Role	The Translator
Next Step	<p>If the review identified issues with the translation, ADP-5.2.3 Conduct Translation.</p> <p>If no issues are identified with the translation, ADP-5.3 Review Translation.</p>

ADP-5.3 Review Translation



ADP-5.3.1 Check that the Translation is Accurate

Title	ADP-5.3.1 Check that the Translation is Accurate
Description	<ul style="list-style-type: none"> Check that the translation has been performed accurately.
Notes	<ul style="list-style-type: none"> Any review of translation of text from one language to another should be undertaken by staff with a suitable level of competence. Ideally, the review of translation should be performed by a translator whose mother tongue is the target language of the translation.
Role	The Reviewer
Next Step	ADP-5.3.2 Check that the Translation is Clear and Unambiguous

ADP-5.3.2 Check that the Translation is Clear and Unambiguous

Title	ADP-5.3.2 Check that the Translation is Clear and Unambiguous
Description	<ul style="list-style-type: none"> Check that the translated text is clear and unambiguous.
Role	The Reviewer
Next Step	ADP-5.3.3 Check that the Translation is Complete

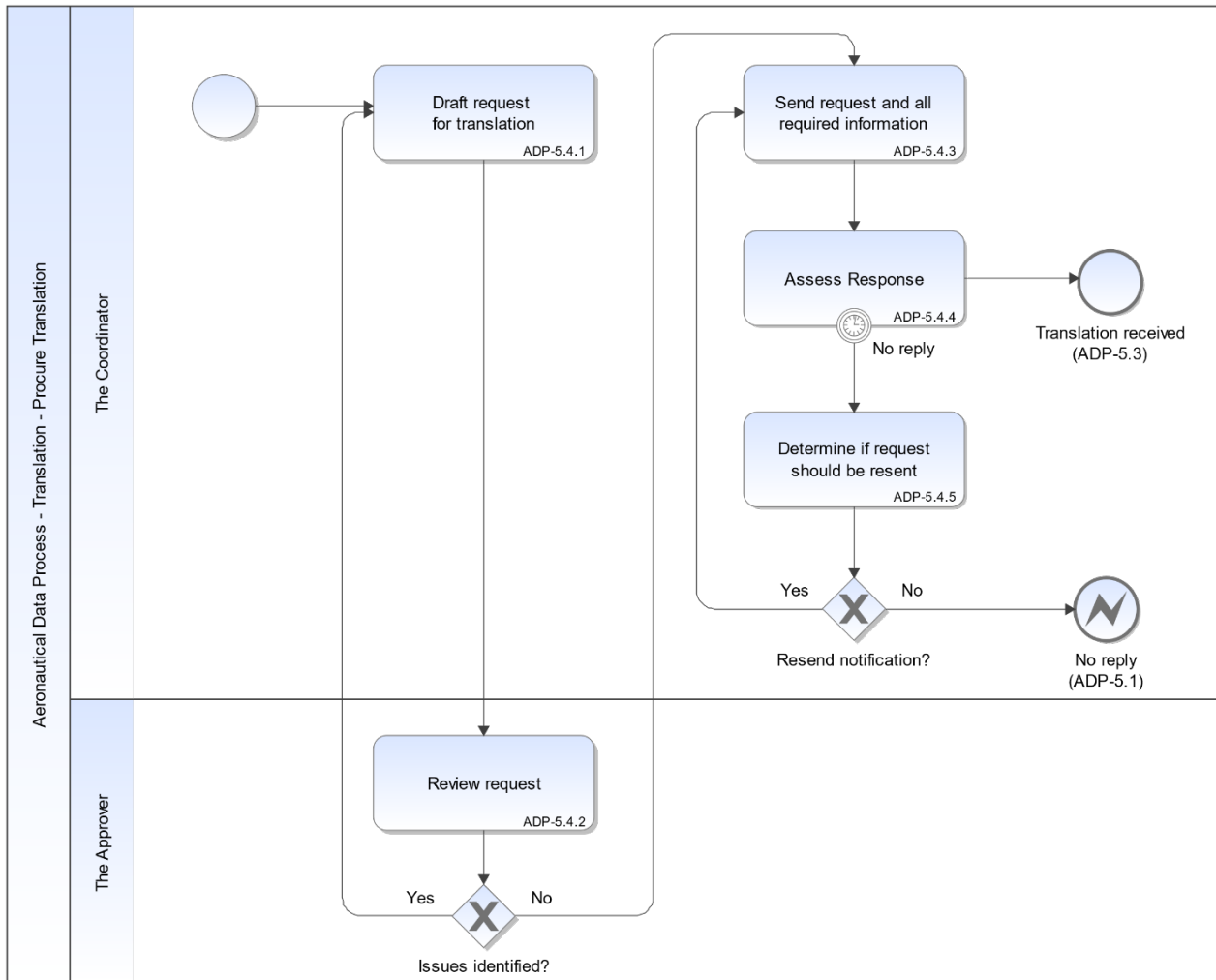
ADP-5.3.3 Check that the Translation is Complete

Title	ADP-5.3.3 Check that the Translation is Complete
Description	<ul style="list-style-type: none"> Check that all the required text has been translated.
Role	The Reviewer
Next Step	ADP-5.3.4 Determine if Issues were Found

ADP-5.3.4 Determine if Any Issues were Identified

Title	ADP-5.3.4 Determine if Issues were Found
Description	<ul style="list-style-type: none"> Determine if any issues were found when reviewing the translation.
Role	The Reviewer
Next Step	<p>If issues were identified, ADP-5.1 Determine if the Translation will be Performed In-house or Contracted.</p> <p>If no issues were identified, end of process.</p>

ADP-5.4 Procure Translation



ADP-5.4.1 Draft Request for Translation

Title	ADP-5.4.1 Draft Request for Translation
Description	<ul style="list-style-type: none"> Draft the request for translation, including: <ul style="list-style-type: none"> The text to be translated; The language it should be translated into; Any reference to standards that should be met for the translation; The date by which the translated text needs to be provided.
Notes	<ul style="list-style-type: none"> The procurement process should ensure that the contracted organisation has staff with the required level of competence to perform the translation.
Role	The Coordinator
Next Step	ADP-5.4.2 Review Request

ADP-5.4.2 Review Request

Title	ADP-5.4.2 Review Request
Description	<ul style="list-style-type: none"> Review the request for translation to ensure that it: <ul style="list-style-type: none"> Is clear and unambiguous; Includes the text to be translated; Specifies the language it should be translated to; Includes reference to the standards that need to be met, if applicable; Includes the date by which the translated text needs to be provided.
Role	The Approver
Next Step	If no issues are identified, ADP-5.4.3 Send Request and all Required Information . If issues are identified, ADP-5.4.1 Draft Request for Translation .

ADP-5.4.3 Send Request and all Required Information

Title	ADP-5.4.3 Send Request and all Required Information
Description	<ul style="list-style-type: none"> Send the request and all the associated information to the contracted organisation.
Role	The Coordinator
Next Step	ADP-5.4.4 Assess Response

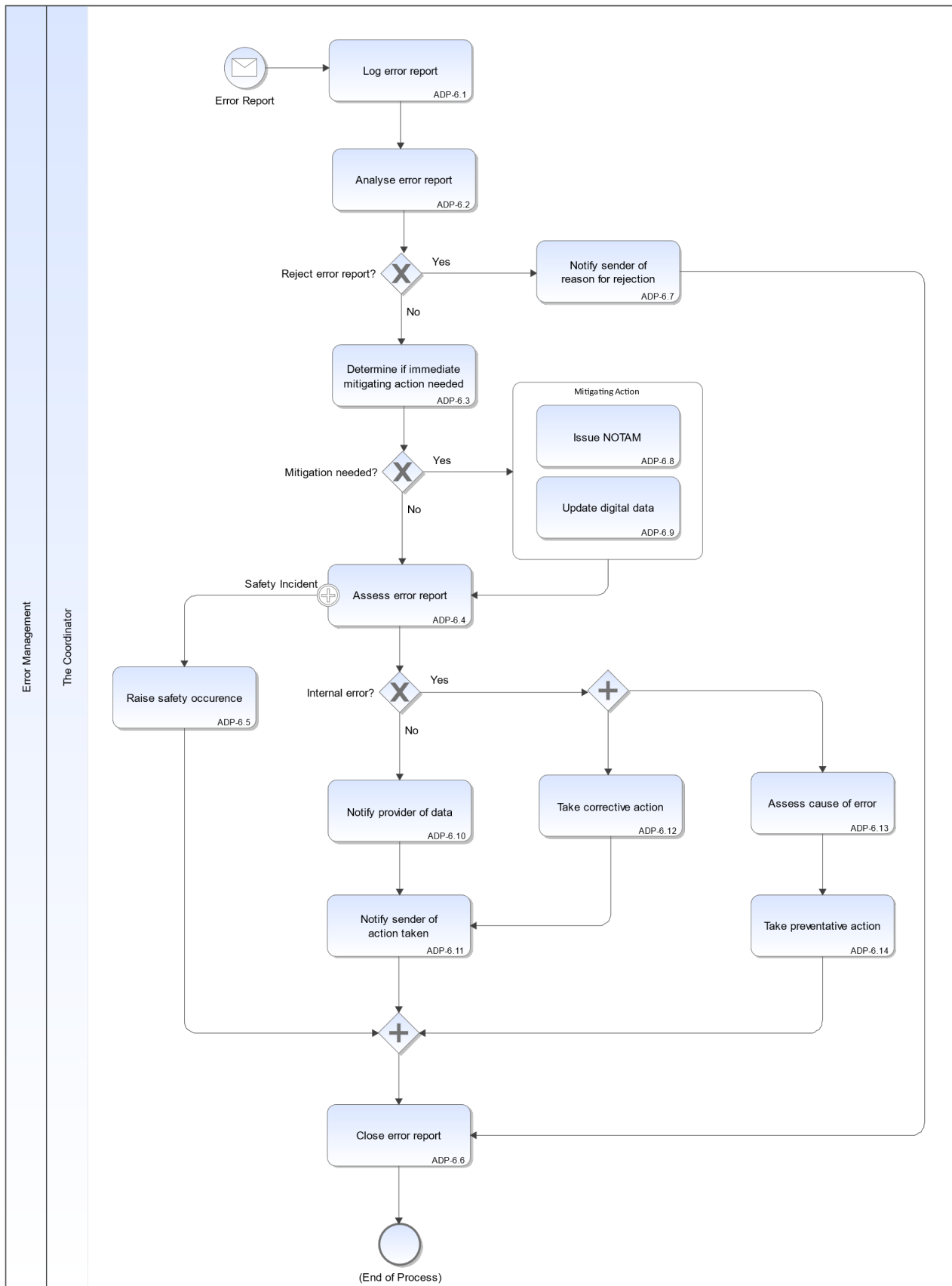
ADP-5.4.4 Assess Response

Title	ADP-5.4.4 Assess Response
Description	<ul style="list-style-type: none"> Assess the response received from the contracted organisation to determine if the translation has been provided.
Role	The Coordinator
Next Step	If a response has not been provided, ADP-5.4.5 Determine if Request Should be Resent . If the translation has been provided, ADP-5.3 Review Translation .

ADP-5.4.5 Determine if Request Should be Resent

Title	ADP-5.4.5 Determine if Request Should be Resent
Description	<ul style="list-style-type: none"> Determine if the request for translation should be resent to the contracted organisation.
Role	The Coordinator
Next Step	If the notification should be resent, ADP-5.4.3 Send Request and all Required Information . If the notification should not be resent, ADP-5.1 Determine if the Translation will be Performed In-house or Contracted .

ADP-6 Error Management (Supporting Process)



ADP-6.1 Log Error Report

Title	ADP-6.1 Log Error Report
Description	<ul style="list-style-type: none"> Log the error report in the system used to manage errors.
Notes	<ul style="list-style-type: none"> Information to be logged should include: <ul style="list-style-type: none"> A unique identification; The person that reported the error; The date the error report was received. <i>ADP-6 Error Management</i> should be used for ‘escaping’ errors. Those error detected during the data process before the data is made available to users should be identified and resolved as part of the data process.
Role	The Coordinator
Next Step	ADP-6.2 Analyse Error Report

ADP-6.2 Analyse Error Report

Title	ADP-6.2 Analyse Error Report
Description	<ul style="list-style-type: none"> Analyse the error report to determine if the error report seems to communicate a true error and, if so, the nature of the error and the impact on products.
Notes	<ul style="list-style-type: none"> Some errors reported may not be classified as errors or they may have been previously reported and corrective action is in progress.
Role	The Coordinator
Next Step	<p>If the error report is to be rejected, ADP-6.7 Notify Sender of Reason for Rejection.</p> <p>If the error report is a true error, ADP-6.3 Determine if Immediate Mitigating Action Needed.</p>

ADP-6.3 Determine if Immediate Mitigating Action Needed

Title	ADP-6.3 Determine if Immediate Mitigating Action Needed
Description	<ul style="list-style-type: none"> From the nature of the error reported, determine if immediate action needs to be taken to mitigate the error immediately before an in-depth assessment can be carried out.
Notes	<ul style="list-style-type: none"> The nature of the error may be determined to be a risk to the aviation community and therefore mitigations need to be immediately put in place to notify the aviation community of the error. The integrity of the affected data should be considered when assessing the need for mitigating action. Digital data available to users may be immediately updated to correct the error. Errors in other products may need to be mitigated by NOTAM.
Role	The Coordinator
Next Step	<p>If immediate mitigation is needed and a NOTAM should be issued, ADP-6.8 Issue NOTAM and/or if digital data made available to users should be immediately updated, ADP-6.9 Update Digital Data.</p> <p>If immediate mitigation is not needed, ADP-6.4 Assess Error Report.</p>

ADP-6.4 Assess Error Report

Title	ADP-6.4 Assess Error Report
Description	<ul style="list-style-type: none"> Analyse the error report further to determine: <ul style="list-style-type: none"> At what point of the data process an error was introduced, therefore determining whether it was introduced in-house or the data provided by the Data Provider was erroneous; Whether the nature of the error results in a safety risk.
Notes	<ul style="list-style-type: none"> This activity will involve checking that the data made available to users is in accordance with the Data Change Request received. If the error is determined to be a safety risk then the organisation's Safety Occurrence process should also be initiated.
Role	The Coordinator
Next Step	<p>If the error reported was introduced in-house, ADP-6.12 Take Corrective Action and, in parallel, ADP-6.13 Assess Cause of Error and, in parallel, if the Safety Occurrence process should be initiated, ADP-6.5 Raise Safety Occurrence.</p> <p>If the Data Provider provided erroneous data, ADP-6.10 Notify Provider of Data and, in parallel, if the Safety Occurrence process should be initiated, ADP-6.5 Raise Safety Occurrence.</p>

ADP-6.5 Raise Safety Occurrence

Title	ADP-6.5 Raise Safety Occurrence
Description	<ul style="list-style-type: none"> Raise a safety occurrence in accordance with the organisation's Safety Occurrence process.
Role	The Coordinator
Next Step	ADP-6.6 Close Error Report

ADP-6.6 Close Error Report

Title	ADP-6.6 Close Error Report
Description	<ul style="list-style-type: none"> Close the error report, ensuring that all information relating to the cause, mitigations and corrective actions are recorded in the system used for managing errors.
Notes	<ul style="list-style-type: none"> The error report should not be closed until ADP-6.5 Raise Safety Occurrence, ADP-6.11 Notify Sender of Action Taken and ADP-6.14 Take Preventative Action, as applicable, have been completed.
Role	The Coordinator
Next Step	End of process

ADP-6.7 Notify Sender of Reason for Rejection

Title	ADP-6.7 Notify Sender of Reason for Rejection
Description	<ul style="list-style-type: none"> Notify the sender of the error report that the error report has been rejected, including the analysis that took place and the reasons for not considering the issue to be an error.
Role	The Coordinator
Next Step	ADP-6.6 Close Error Report

ADP-6.8 Issue NOTAM

Title	ADP-6.8 Issue NOTAM
Description	<ul style="list-style-type: none"> Issue a NOTAM by submitting a Data Change Request.
Notes	<ul style="list-style-type: none"> ADP-3 Data Management and ADP-4 Product Creation will be followed to manage the Data Change Request and issue a NOTAM.
Role	The Coordinator
Next Step	ADP-6.4 Assess Error Report

ADP-6.9 Update Digital Data

Title	ADP-6.9 Update Digital Data
Description	<ul style="list-style-type: none"> Update digital data by submitting a Data Change Request.
Notes	<ul style="list-style-type: none"> ADP-3 Data Management and ADP-4 Product Creation will be followed to manage the Data Change Request and update the digital data.
Role	The Coordinator
Next Step	ADP-6.4 Assess Error Report

ADP-6.10 Notify Provider of Data

Title	ADP-6.10 Notify Provider of Data
Description	<ul style="list-style-type: none"> Notify the provider of the data that it is believed there is an error in the data provided, including details of the assessments undertaken and requesting that this is further investigated and corrected, where applicable.
Notes	<ul style="list-style-type: none"> The notification should include a date by which the response and/or correction should be provided. The integrity of the affected data should be considered when prioritising the error.
Role	The Coordinator
Next Step	ADP-6.11 Notify Sender of Action Taken

ADP-6.11 Notify Sender of Action Taken

Title	ADP-6.11 Notify Sender of Action Taken
Description	<ul style="list-style-type: none"> Notify the sender of the action taken in response to the error report submitted.
Role	The Coordinator
Next Step	ADP-6.6 Close Error Report

ADP-6.12 Take Corrective Action

Title	ADP-6.12 Take Corrective Action
Description	<ul style="list-style-type: none"> Take the necessary actions to correct the data and the products affected.
Notes	<ul style="list-style-type: none"> The integrity of the affected data should be considered when prioritising the error.
Role	The Coordinator
Next Step	ADP-6.11 Notify Sender of Action Taken

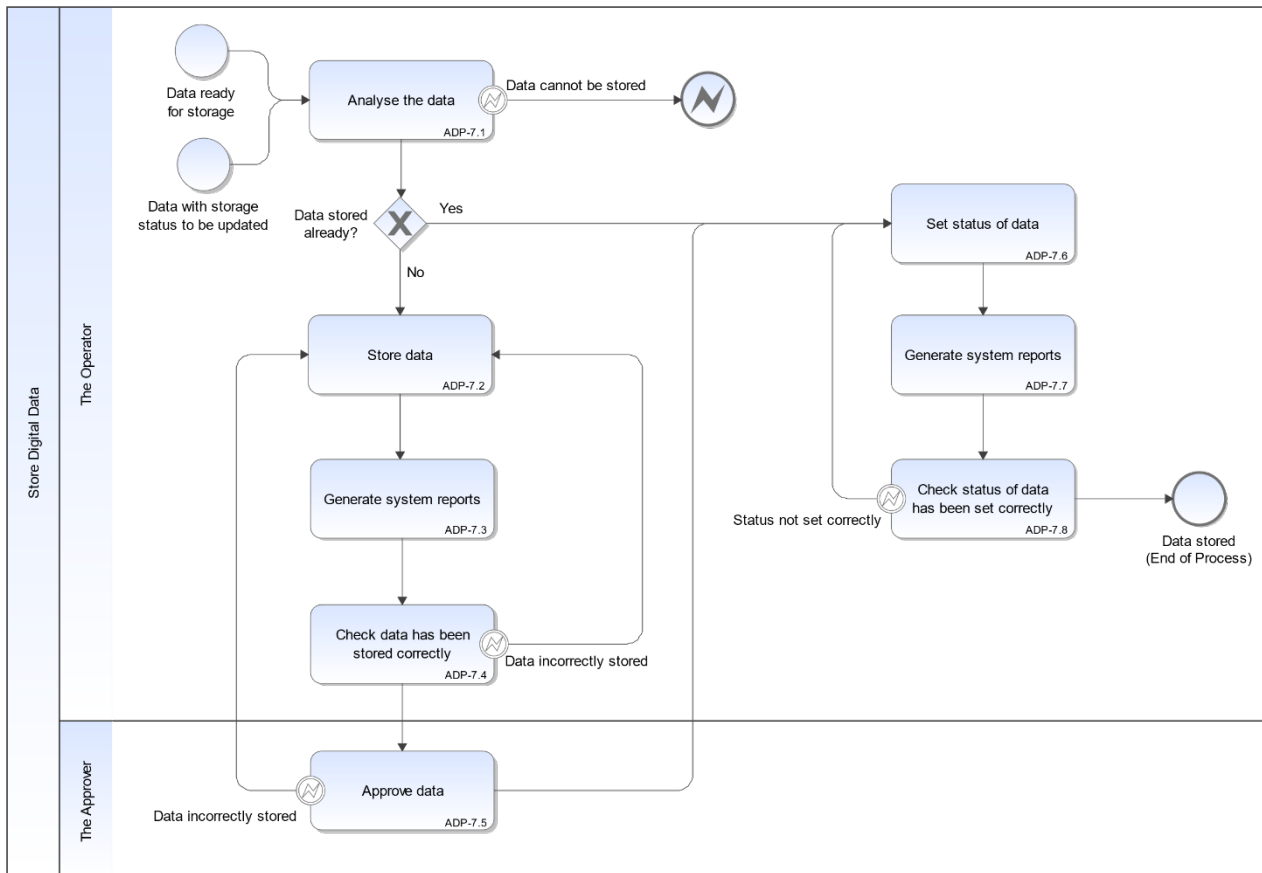
ADP-6.13 Assess Cause of Error

Title	ADP-6.13 Assess Cause of Error
Description	<ul style="list-style-type: none">Assess the reasons for the error occurring.
Notes	<ul style="list-style-type: none">Errors may be introduced as a result of human error, a process error or a tool error.Human error may be due to a lack of training, inadequate resourcing, etc.
Role	The Coordinator
Next Step	ADP-6.14 Take Preventative Action

ADP-6.14 Take Preventative Action

Title	ADP-6.14 Take Preventative Action
Description	<ul style="list-style-type: none">Take action to prevent the reoccurrence of errors of this nature in the future.
Notes	<ul style="list-style-type: none">Action may include:<ul style="list-style-type: none">A modification to a process performed, in accordance with the Quality Management System.Reporting a tool error to the manufacturer and putting mitigations in place until an update is available;Ensuring that there are adequate resources available throughout the data process;Ensuring that staff are adequately trained and competent, in accordance with the organisation's staff competency framework.
Role	The Coordinator
Next Step	ADP-6.6 Close Error Report

ADP-7 Store Digital Data (Supporting Process)



ADP-7.1 Analyse the Data

Title	ADP-7.1 Analyse the Data
Description	<ul style="list-style-type: none"> Analyse the data to determine if the data needs to be stored or if the status of data already stored needs to be changed.
Notes	<ul style="list-style-type: none"> For data already stored, this may have been in an isolated state whilst processing / review / approval took place. This may now be made available in the live datastore. For data that needs to be withdrawn, the status will be changed but the data may not be deleted from the datastore.
Role	The Operator
Next Step	<p>If the data is already stored, ADP-7.6 Set Status of Data.</p> <p>If the data is not already stored, ADP-7.2 Store Data.</p> <p>If the data should not be stored / or the status should not be updated, end of process.</p>

ADP-7.2 Store Data

Title	ADP-7.2 Store Data
Description	<ul style="list-style-type: none"> Store the data in the datastore.
Notes	<ul style="list-style-type: none"> Business rules can assist with the ensuring that data in the correct format and in a defined range is stored. Business rules applied by the datastore may result in data not being stored at this stage of the process. Where the data updates existing data, the existing UUIDs should be retained to support traceability. Where the data is new and the data provided includes UUID(s), these should be used. Where no UUID(s) exists, these should be created. The UUID(s) for the data should be provided to the Data Originator/Data Provider. In order to ensure product consistency, data should not be duplicated within the data store.
Role	The Operator
Next Step	ADP-7.3 Generate System Reports

ADP-7.3 Generate System Reports

Title	ADP-7.3 Generate System Reports
Description	<ul style="list-style-type: none"> Generate system reports related to the storage of the data.
Notes	<ul style="list-style-type: none"> System reports may be used to identify issues with stored data, as well as to identify that all the required data has been stored. In addition, the report may be used to ensure that only the required changes have been made to stored data. System reports should be saved.
Role	The Operator
Next Step	ADP-7.4 Check Data has been Stored Correctly

ADP-7.4 Check Data has been Stored Correctly

Title	ADP-7.4 Check Data has been Stored Correctly
Description	<ul style="list-style-type: none"> Confirm that the data has been stored correctly.
Notes	<ul style="list-style-type: none"> This activity may be partially or wholly supported by tools. System reports may assist with identifying issues encountered when storing data.
Role	The Operator
Next Step	<p>If the data has been stored correctly, ADP-7.5 Approve Data.</p> <p>If issues are identified with the storage of data, ADP-7.2 Store Data.</p>

ADP-7.5 Approve Data

Title	ADP-7.5 Approve Data
Description	<ul style="list-style-type: none"> Confirm that the data has been stored correctly and should be made available for further processing.
Notes	<ul style="list-style-type: none"> System reports should be referred to when approving the data.
Role	The Approver
Next Step	If the data has been approved, ADP-7.6 Set Status of Data . If issues are identified with the storage of data, ADP-7.2 Store Data .

ADP-7.6 Set Status of Data

Title	ADP-7.6 Set Status of Data
Description	<ul style="list-style-type: none"> Set the status of the data.
Notes	<ul style="list-style-type: none"> For data already stored, this may have been in an isolated state whilst processing / review / approval took place. This may now be made available in the live datastore. For data that needs to be withdrawn, the status will be changed but the data may not be deleted from the datastore.
Role	The Operator
Next Step	ADP-7.7 Generate System Reports

ADP-7.7 Generate System Reports

Title	ADP-7.7 Generate System Reports
Description	<ul style="list-style-type: none"> Generate system reports related to the status of the data.
Notes	<ul style="list-style-type: none"> System reports may be used to identify issues with the status of data, as well as to identify that the status of all the required data has been set. In addition, the report may be used to ensure that only the required status changes have been made to stored data. System reports should be saved.
Role	The Operator
Next Step	ADP-7.8 Check Status of Data has been Set Correctly

ADP-7.8 Check Status of Data has been Set Correctly

Title	ADP-7.8 Check Status of Data has been Set Correctly
Description	<ul style="list-style-type: none"> Confirm that the status of the data has been set correctly.
Notes	<ul style="list-style-type: none"> This activity may be partially or wholly supported by tools. System reports may assist with identifying issues encountered when setting the status of the data.
Role	The Operator
Next Step	If the status of the data has been set correctly, end of process. If issues are identified with the status of the data, ADP-7.6 Set Status of Data .

ANNEX A – Document Update Procedures

It is necessary to periodically check these EUROCONTROL Guidelines for consistency with referenced material. In addition, the content of these guidelines can evolve following feedback from implementation projects and field experience.

The main objectives of a regular review are:

- a) to improve the quality of the guidance (e.g. clarity, testability, etc.);
- b) to verify that the level of detail published is adequate;
- c) to make all stakeholders, including industry, aware of the latest developments.

The update of these guidelines is expected to be initiated by stakeholders directly or through specific EUROCONTROL working arrangements. Any stakeholder that wishes to request a change to these guidelines can submit a change request (CR) to the document editors (page 3) or the generic email address: standardisation@eurocontrol.int.

The CR needs to provide the following elements, as a minimum:

- Originator information (name, organisation, contact details);
- Guideline title, number and edition date;
- Page, chapter, section (subsection), process where the issue appears;
- Description of the issue and reason for change;
- Specific change proposal text (incl. potential alternatives, if any).

Main steps towards a revised version:

- EUROCONTROL will assess each CR and consult relevant working arrangements;
- The CR will be classified in terms of urgency and impact;
- A resolution proposal(s) will be prepared and, if needed, discussed with the originator;
- Agreed changes will be integrated into a revised version “Proposed Issue”, including a summarised list of changes in the document record;
- The “Proposed Issue” will be consulted with relevant working arrangements.

Note: Identified errors which may cause potential problems when implementing, may be corrected directly via separate “Corrigendum”.



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